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U.S. Marine Corps.

PERSONNEL REQUIREMENTS

CRITERIA MANUAL

U.S. MARINE CORPS

NAVMC 1130 - A01

6330

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

23 July 1956

The Personnel Requirements Criteria Manual (NAVMC 1130-A01) cancels and supersedes the following correspondence:

CMC ltr A01-dhn of 4 Nov 1954 to Dist List, Subj: Commissioned Officer Mess Criteria.
CMC ltr A01-ar of 25 Apr 1955 to Dist List, Subj: Commissioned Officer Mess Criteria.
CMC ltr A01-hmh of 18 Mar 1955 to CG's FMF Lant, Pac, MCB CamLej, and MCB CamPen, Subj: L-Series Tables of Organization.
CMC ltr A01-ar of 31 Aug 1955 to Dist List, Subj: Brig Criteria.
CMC ltr A01-ar of 31 Oct 1955 to Dist List, Subj: Machine Records Installations; criteria for.
CMC ltr A01-ar of 26 Mar 1956 to CO's of all Marine Security Force Activities, Subj: Marine Security Force Criteria.

This manual is published for the information and guidance of all personnel concerned with personnel requirements. While tables of organization remain the basic staffing document for all commands, they are primarily based upon these criteria where applicable. Requests for changes to tables of organization may make reference to this manual but should be accompanied by complete justification in terms of workload.

R. McC. PATE
General, U. S. Marine Corps
Commandant of the Marine Corps

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OFFICIAL:

R. K. Adams

R. K. ADAMS
Captain, U. S. Marine Corps
Publications Officer

PERSONNEL REQUIREMENTS CRITERIA MANUAL

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3. Pages will be numbered consecutively within each chapter, the chapter number being set off from the page number by a dash (-). For example, page 3-2 is the 2nd page of Chapter 3.

0004 CHANGES

1. Additions and corrections to the Personnel Requirements Criteria Manual will be published as "Changes" thereto, as new criteria are developed and will be numbered in sequence. Chapters or paragraphs which have been modified or added by a change are indicated by an arrow (→) symbol in the left margin. This arrow (→) symbol will reflect the last change only.

2. Changes will become effective immediately upon receipt and will be promptly entered in this manual. Changes will be recorded on the page entitled "RECORD OF CHANGES".

0005 RECOMMENDATIONS

1. Recommendations for improving this manual are invited. Such recommendations should be forwarded to the Commandant of the Marine Corps (Code AO1).

0006 GENERAL INFORMATION ON USE OF CRITERIA

1. The criteria are always additive from one table to another if the function being staffed qualifies according to the conditions specified e.g. Augmentations are additive to basic criterion; steward attendants (mess) are additive to steward attendants (BOQ) pages 3-5 and 3-6.

2. All categories shown are complete. Thus any personnel not specifically authorized for a function or an MOS are not authorized.

3. Unavailable time (e.g. leave, rifle range, unlisted additional duties, etc.) have been taken into account in computing all requirements. Thus additional personnel for unavailable time are not authorized.

4. Where the alternative use of civilians is indicated they will be required in the same numbers as military unless otherwise specified.

RECORD OF CHANGES

CHANGE NO.	DATE ENTERED	ENTERED BY (Sig. & rank)

CHAPTER 1

BRIG CRITERION

1000 DEFINITION OF TERMS

1001 BRIG OFFICERS

1002 GUARD FORCE

1003 SUPPORT PERSONNEL

CHAPTER 1

BRIG CRITERION

FUNCTION - Brig Security and Operation.
TYPE UNIT - All commands operating or providing the guard force for brigs.

1000 DEFINITION OF TERMS AS USED IN THIS CRITERIA

1. Operating Activity - An activity will be considered as operating a brig when:

a. It has administrative and supervisory responsibility over the affairs of the brig but excluding responsibility attendant upon:

(1) Court martial authority over prisoners of another service if a Marine operated brig on a Naval Station.

(2) Service record book custody of prisoners of another service.

b. It has courts martial authority over prisoners of its own service.

c. It provides the brig officer and administrative personnel specifically for handling the brig workload. The guard force may be provided by the operating activity or by another activity.

2. Guard Force - The guard force, to insure safe custody of prisoners, may be provided by the operating activity or by another activity. An activity providing the guard force, but not operating the brig, will provide only brig wardens, turnkeys, sentries, and prisoner chasers.

3. Average Prisoner Population - The prisoner strength as reported on the last day of each month; average for six months.

4. Brig Officer - The officer appointed in writing by the commanding general or commanding officer of the activity which operates the brig.

5. Warden - The member of the guard force who has general supervision over the brig. He is responsible directly to the brig officer.

a. When a brig has an average population of over 50 prisoners, the warden will be assisted by a "Warden of the Day" designated daily for a period of 24 hours, who will supervise the execution of the daily routine, enforce security and disciplinary control over the prisoners for the Warden. In this case the warden's position is considered parallel to that of a company first sergeant and the warden of the day's position is comparable to that of a sergeant of the guard.

6. Turnkey - A member of the guard force who has direct responsibility for the cell block or actual confinement area where prisoners are confined. Usually stands watch on a 4 hour basis similar to the corporal of the guard.

7. Sentry - A member of the guard force who stands watch on a regularly established fixed guard post.

8. Prisoner Chaser - A member of the guard force who is assigned to guard prisoners while they are on work details or otherwise moving from one location to another. Normally a subordinate command at a Marine Corps activity will furnish the chasers for work details benefiting that command with the exception of base support functions such as camp maintenance, reclamation and salvage, post supply, etc. At a Navy activity naval commands requesting prisoner working parties will furnish their own chasers.

9. Supernumerary - A guard force billet for the purpose of providing a brig guard when the incumbent of another guard billet is unavailable.

10. Support Personnel - Those clerical, mess, and miscellaneous personnel who are employed exclusively with the administration and support of prisoners and brig personnel.

1001 BRIG OFFICERS

1. Where an activity operates a brig:

FIGURE 1-1

Average Prisoner Population	Brig Officer and Executive Officer (9910) MAJ	CAPT	LT	Assistant Brig Officer (9910) LT or WO
Less than 30	NONE (additional duty assignement to an officer of operating activity)			
30 - 200			1	
201 - 400		1		1
Over 400	1	1		2

One additional assistant brig officer (9910), also a member of the operating command, should be provided for each additional separate branch brig with an average prisoner population exceeding 30 where facilities are not in the proximity of another branch or main brig.

2. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine Officer supervision over Marine security guards will however be provided when the number of Marine guards exceeds 30.

1002 THE GUARD FORCE

1. Brig wardens and turnkeys - to be computed separately for each separate branch where a brig has more than one branch.

FIGURE 1-2

Average Prisoner Population	Brig Wardens MSGT (8131)	TSGT (8131)	SSGT (8151)	SGT (8151)	Turnkeys SGT (8151)	CPL (8151)	PVT (8151)	TOTAL
0 - 5							6*	0 or 6
6 - 20			1			3*	3*	1 or 7
21 - 50		1			6**	6		7
51 - 100		1	3			6		10
101 - 200		1	3		3	6		13
201 - 300	1		3		6	6		16
301 - 400	1		3		9	3		16
Over 400	1		3	3	12			19

No additional guard NCO's other than wardens and turnkeys as provided above will be authorized.

* Unless it is established that physical location of facilities do not permit, this job should be additional duty for the corporal of the guard or some other guard member. Otherwise personnel are to be assigned as indicated.

** To be used in place of Corporals only when guard of day cannot be organized to include Sergeant of the guard supervision over the brig.

2. Sentries - 8151

a. Six sentries (PFC/Pvt) are to be assigned per regularly established 24 hour guard post other than turnkey in the brig.

3. Prisoner Chaser - 8151

a. All brigs - for administrative details of the brig:

FIGURE 1-3

Average Prisoner Population	
0 - 100	One chaser (PFC/Pvt) for every 10 prisoners or major fraction thereof.
101 - 400	Ten chasers for the first 100 prisoners and one chaser (PFC/Pvt) for every 20 prisoners thereafter or major fraction thereof.
Over 400	Twenty-five chasers for the first 400 prisoners and one chaser (PFC/Pvt) for every 40 prisoners thereafter.

b. Additional chasers for work details outside the brig at Marine Corps bases, depots, air stations, and supply activities. One chaser (PFC/Pvt) for every 25 prisoners or major fraction thereof.

4. Supernumeraries PFC/Pvts

a. Marine Security Forces - to be computed in total for Marine Barracks, see Security Force Criteria.

b. Other activities - 10% of brig section guard personnel.

1003 SUPPORT PERSONNEL

1. Clerical Personnel

a. Security Force Criteria is applicable in the determination of OF-01 billets for security force activities.

b. For other activities operating a brig the following OF-01 criteria is applicable:

FIGURE 1-4

Average Prisoner Population	Administrative Man (0141) MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			NONE				0
21 - 50					1		1
51 - 100					1	1	2
101 - 200		1		1	1	1	4
201 - 300		1		1	1	3	6
301 - 400*	1		1	1	2	3	8
Over 400*	1		1	2	3	4	11

* Brig will be organized as a separate company and criteria includes personnel required for company administration.

c. For all activities operating brigs:

FIGURE 1-5

Average Prisoner Population	Supply Administrative Clerk (3041) SSGT	SGT	CPL	PVT	TOTAL
0 - 50		NONE			0
51 - 100		1			1
101 - 200		1	1		2
201 - 300		1	1	1	3
Over 300	1	1	1	1	4

d. Where an activity only provides the guard force for a brig, no clerical personnel will be authorized.

2. Miscellaneous Personnel

a. Where an activity operates a brig.

FIGURE 1-6

Average Prisoner Population	Police NCO 8911 SGT	Weapons Custodian 2111 CPL	Truck Drivers 3531 PVT	Library and School NCO 8231 SGT	CPL
Less than 100	NONE	NONE	NONE	NONE	
100 - 200	NONE	1	2	NONE	
201 - 400	1	1	3		1
Over 400	1	1	4	1	1

FIGURE 1-7

Average Prisoner Population	Salvage Yard and Repair Shop, or Work Supervisors 1379 MSGT	TSGT	SSGT	Senior Chaser 8151 SGT	Hospital Corpsmen*
Less than 100		NONE		NONE	NONE
100 - 200		1		1	1
201 - 300	1	1	1	2	1
301 - 400	1	2	2	3	2
Over 400	1	3	3	4	2

* Not shown in Marine Corps Tables of Organization.

b. Where an activity only provides the guard force for a brig, no miscellaneous personnel will be authorized.

3. Mess Personnel where a brig maintains its own mess.

a. Cooks (3371) - see criterion for food service personnel.

b. Commissary Supply Clerk (3061)

FIGURE 1-8

Aggregate Mess Load	SGT	CPL	TOTAL
Less than 400		1	1
400 - 600	1		1
Over 600	1	1	2

c. Messmen - None

CHAPTER 2

ADMINISTRATIVE AND CLERICAL CRITERION IN FMF UNITS (GROUND)

2000 COMPANY AND BATTERY HEADQUARTERS

2001 BATTALION HEADQUARTERS

2002 REGIMENTAL HEADQUARTERS

CHAPTER 2

ADMINISTRATIVE AND CLERICAL CRITERION IN FMF UNITS (GROUND)

FUNCTION - Command and Personnel Administration (emanating from company and battery level)
TYPE UNIT - FMF Units (Ground)

2000 COMPANY AND BATTERY HEADQUARTERS

FIGURE 2-1

Authorized Strength	First Sgt*	SSGT	SGT	CPL	PVT	TOTAL
Less than 180	1	1		1		3
181 - 280	1	1		1	1	4
281 - 360	1	1	1	1	1	5
Over 360	1	1	1	1	2	6

* MOS appropriate to type unit (03, 08, etc.)

2001 BATTALION HEADQUARTERS (Includes clerical billets for the legal function, but does not include clerical billets required in staff functions other than S-1 Adjutant Section)

FIGURE 2-2

Authorized	0130		0141		0131	0151	0141		Total
Strength	LT	SGTMAJ*	TSGT	SGT	SGT	SGT	CPL	PVT	OFF & ENL
Less than 600	1	1	1		1	1	2		1 - 6
600 - 1000	2	1	1	1	1	1	2		2 - 7
Over 1000	2	1	1	1	1	1	2	1	2 - 8

* MOS appropriate to type unit

2002 REGIMENTAL HEADQUARTERS (Does not include billets required in a staff section other than S-1 Adjutant Section)

FIGURE 2-3

0130			0141		0151	0141		Total
CAPT	LT	SGTMAJ*	TSGT	SGT	SGT	CPL	PVT	OFF & ENL
1	1	1	1	1	1	2	1	2 - 7

* MOS appropriate to type unit

CHAPTER 3

COMMISSIONED OFFICER MESS CRITERION

3000 COMMISSIONED OFFICER MESS SECTION

3001 ADMINISTRATIVE UNIT

3002 OPEN MESS UNIT

3003 CLOSED MESS UNIT

3004 BOQ UNIT

CHAPTER 3

COMMISSIONED OFFICER MESS CRITERION

FUNCTION - Commissioned Officer Mess (Open and Closed)
TYPE UNIT - Any permanent Marine Corps Installation

3000 COMMISSIONED OFFICER MESS SECTION

1. One Commissioned Officer Mess Section will be allotted to each activity, base, or station operating an "open" and/or "closed" mess authorized by CMC.

2. Each section will be composed of (1) supervisory and administrative personnel for the handling of functions pertaining to its subordinate units, (2) one or more "open" and/or "closed" mess units as may be in operation and authorized by CMC, and (3) one or more BOQ units as may be in operation.

3001 ADMINISTRATIVE UNIT

FIGURE 3-1

Station Officer Load (USMC & USN)	Billet Designator 9910			MOS 4111		MOS 0141	
	MAJ	CAPT	LT	SSGT	SGT	CPL	CPL
Less than 120		Additional duty basis only		1			
120 - 220			1 OinC & Treas			1	
221 - 800		1 OinC	1 Treas		1		1
801 - 1800	1 OinC		2 Treas	1			1
Over 1800	1 OinC	1 Treas	1 Asst Treas	1		1	1
		1 Open Mess					

NOTES: 1. Officer in Charge billet is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit. The same applies to the treasurer billet.

2. **Station officer load is monthly average of 3 months most recent actual and 3 following months estimated on board strengths.**

3002 OPEN MESS UNIT

1. This activity must be operated insofar as possible by civilians paid from activity funds (MCM 19055). If the assignment of billets to military personnel is necessary as the result of conditions peculiar to a particular mess, it must be supported by full justification therefor.

3003 CLOSED MESS UNIT

1. The mess officer will be assigned on an additional duty basis.

2. It is intended that the only enlisted personnel assigned this activity be stewards.

Breakdown by rank by MOS of criteria for Steward
Assignments to Commissioned Officer Mess (Closed)

FIGURE 3-2

MOS 3619 - Steward Chief

Average number of meals served daily	MSGT	TSGT	TOTAL
0 - 40	0	0	0
41 - 100	0	1	1
101 - 190	1	0	1
191 - 340	1	1	2
341 - 440	1	2	3
441 - Above	2	2	4

FIGURE 3-3

MOS 3611 - Steward Cook

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 40	1		1		2
41 - 70		1	1		2
71 - 100		1	1	1	3
101 - 130	1		2	1	4
131 - 165	1		3	1	5

MOS 3611 - Steward Cook (cont'd)

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
166 - 200	1	1	3	1	6
201 - 235	1	2	3	1	7
236 - 270	1	2	3	2	8
271 - 310	1	2	4	2	9
311 - 350	1	2	5	2	10
351 - 400	1	3	5	2	11
401 - 450	1	3	5	3	12
451 - 500	2	3	5	3	13

FIGURE 3-4

MOS 3613 - Steward Attendant (mess)

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 25		1		1	2
26 - 50		1		2	3
51 - 75		1	1	2	4
76 - 100		1	1	3	5
101 - 125		1	2	3	6
126 - 150		1	2	4	7
151 - 175	1	1	2	4	8
176 - 200	1	1	2	5	9
201 - 240	1	1	3	5	10
241 - 280	1	2	3	5	11
281 - 320	1	2	3	6	12
321 - 360	1	2	3	7	13
361 - 400	1	2	3	8	14
401 - 450	1	2	3	9	15
451 - 500	1	2	4	9	16

3. Civilians paid from appropriated funds may now be used (Chapter 19 MCM) in closed mess only. Civilians when used will replace stewards as follows:

MOS 3613 - Group II	Mess Attendant
MOS 3611 - Group III	Cook
MOS 3619 - Group IVa	Mess Supervisor

3004 BOQ UNIT

1. The BOQ officer will be assigned to individual BOQ areas on an additional duty basis. Where numerous BOQ's are widely dispersed at installations with a combined officer load over 1800, one full time officer Lt 9910 and one TSgt 3049 may be assigned for coordination and control purposes.

2. It is intended that the only enlisted personnel assigned this activity be steward attendants.

FIGURE 3-5

MOS 3613 - Steward Attendant (BOQ)

Average number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			1		1
21 - 40			1	1	2
41 - 60		1		2	3
61 - 80		1		3	4
81 - 100		1	1	3	5
101 - 120		1	1	4	6
121 - 140		1	1	5	7
141 - 160		1	1	6	8
161 - 180		1	1	7	9
181 - 200		1	2	7	10
201 - 220		1	2	8	11
221 - 240		1	2	9	12
241 - 260		1	3	9	13
261 - 280		1	3	10	14
281 - 300		1	3	11	15
301 - 320		1	3	12	16
321 - 340		1	3	13	17
341 - 360	1	1	3	13	18
361 - 380	1	1	3	14	19
381 - 400	1	1	3	15	20
401 - 420	1	1	3	16	21
421 - 440	1	1	4	16	22
441 - 460	1	1	4	17	23
461 - 480	1	1	4	18	24
481 - 500	1	1	4	19	25

MOS 3613 - Steward Attendant (BOQ) (cont'd)

Average number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
501 - 520	1	2	4	19	26
521 - 540	1	2	4	20	27
541 - 560	1	2	4	21	28
561 - 580	1	2	4	22	29
581 - 600	1	2	5	22	30
601 - 620	1	2	5	23	31
621 - 640	1	2	5	24	32
641 - 660	1	2	5	25	33
661 - 680	1	2	5	26	34
681 - 700	1	2	5	27	35

NOTES: 1. Any number of meals over an increment is counted as an additional whole increment.

2. The average number of meals served means those meals actually served only in the dining room (excludes stewards' meals or snacks) and is to be computed by dividing the total number of days in that period on the basis of a seven day week.

3. The number of meals served daily and rooms occupied in the BOQ are to be averaged on the basis of the quarterly reports submitted in accordance with Marine Corps General Order 172. These will be reviewed when the reports dated as of 31 March and 30 September of each year are received. Each quarterly report will be added to previous quarterly reports until four reports have been made, and thereafter, computations will be based on the workload of the last four quarters for which data has been reported.

4. This criteria is to be applied separately wherever there is a physical separation of facilities, resulting in a branch or annex of a COM (closed).

3. The utilization of civilian janitorial personnel in conjunction with steward attendants (BOQ) where desirable is considered appropriate. When used, civilians will replace stewards as follows:

MOS 3613 - Group II Maid, janitor, or laborer

CHAPTER 4

FOOD SERVICES CRITERION

4000 INTRODUCTION

4001 FOOD SERVICES OFFICERS

4002 BAKERY OFFICERS

4003 MESSMEN

4004 COOKS, BAKERS, MEAT CUTTERS, AND FOOD SERVICE TECHNICIANS

4005 DEFINITIONS

CHAPTER 4

FOOD SERVICES CRITERION

FUNCTION - Food Service Facilities
TYPE UNIT - All units except Security Forces

4000 INTRODUCTION

1. The following criteria provides for the complete operation of food service facilities, including pastry baking, meat cutting, and bread baking, for all FMF and non-FMF organizations with the exception of the Security Forces which are covered by separate criteria.

4001 FOOD SERVICES OFFICERS (MOS 3302)

1. Activities having a Consolidated Mess System (see paragraph 51152 MCM).

a. Normally one (1) Food Services Inspector and one (1) Mess Administrator will be authorized for those activities having a consolidated mess system. Where there is sufficient justification there may be one (1) Assistant Mess Administrator at larger activities.

b. Marine Corps Air Stations to which a Marine Air Wing is attached will be authorized a Mess Administrator only.

2. Other Marine Corps Activities.

a. Normally one (1) Mess Administrator will be authorized for the food services program of the larger posts or stations that do not have a Consolidated Mess System and which serve over 350 rations daily.

3. The assignment of officers for duty in operating a unit mess hall will be on an additional duty basis only.

4. In addition to the above, the following food services officers are also authorized:

a. Marine Corps Supply School, Camp Lejeune	4
Food Services Inspector	(2)
Mess Administrator	(2)
b. Supply Department,	
Headquarters Marine Corps	1
Food Services Inspector	(1)
c. Food Demonstration Teams,	
East and West Coast	2
Food Services Inspector	(2)

4002 BAKERY OFFICERS (MOS 3310)

1. One warrant officer (MOS 3310) will be assigned to Marine Corps Schools, Marine Corps Bases, and Marine Corps Recruit Depots.

4003 MESSMEN

1. Messmen will be assigned generally as additional duty in accordance with paragraph 7164 of the Marine Corps Manual as follows:

a. Family Style Mess - One (1) messman per twenty (20) enlisted personnel subsisted.

b. Cafeteria Style Mess - One (1) messman per thirty (30) enlisted personnel subsisted.

NOTE: Where personnel are served both family style and cafeteria style within one mess, messman will be assigned as for a cafeteria style mess.

4004 COOKS (MOS 3371), BAKERS (MOS 3311), MEAT CUTTERS (MOS 3361), AND FOOD SERVICE TECHNICIANS (MOS 3349)

1. Figure 4-1 provides for the assignment of cooks and food service technicians for all messes. For those activities not operating a central bakery or butcher shop, it also provides bakers and meat cutters.

2. Figure 4-2 and 4-3 provide bakers and meat cutters for activities where a central bakery and/or butcher shop is operated and replace the appropriate parts of Figure 4-1.

3. Figure 4-4 contains criteria for a Bakery Platoon. Baked goods for Ground FMF units will be provided either by central facilities operated by the Base at which the units are located, or by a supporting Bakery Platoon. No other bakers will be provided in Ground FMF T/O's.

4. Figure 4-5 provides bakers for Air FMF units.

5. All FMF units will be assigned on the assumption 100% of total strength will be served rations, and all meat cutters will be deleted from FMF T/O's.

4005 DEFINITIONS

1. For application of this criteria, the following definitions are used:

a. Ration - One (1) ration is equivalent to three (3) meals per day computed in accordance with Marine Corps Order 10112.3, i.e. 26% for breakfast; 41% for dinner; 33% for supper. The average number of daily rations shall be based on a six month period.

b. Family Style Mess - A family style mess exists where personnel are seated at tables and the food is brought to the table by messmen.

c. Cafeteria Style Mess - A cafeteria style mess is one in which personnel serve themselves from, or are served at, a counter, and then take the food to tables to eat.

d. Central Bakery - A central bakery shall be operated when an activity operates three or more separate messes and provides all bread and bakery products for these messes.

e. Central Butcher Shop - A central Butcher Shop shall be operated when an activity does all of its own meat cutting and services three or more messes.

f. Bakery Platoon - A Bakery Platoon is a Force Troop Unit which shall be operated for a Marine Division and attached units when in the field. It should have the capability of breaking down into sections serving Regimental Combat Teams.

FIGURE 4-1

Average number rations served daily	Title	MOS	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT
1 - 75	COOK	3371	3			1	1	1	
76 - 145	COOK	3371	5			1	1	2	1
			6						
146 - 215	COOK	3371	(5)		1		1	2	1
	BAKER	3311	(1)					1	
			7						
216 - 285	COOK	3371	(6)		1	1	1	2	1
	BAKER	3311	(1)				1		
			9						
286 - 355	COOK	3371	(7)		1	1	2	2	1
	BAKER	3311	(1)				1		
	MEAT CUTTER	3361	(1)				1		
			11						
356 - 425	COOK	3371	(8)	1		1	2	3	1
	BAKER	3311	(2)				1	1	
	MEAT CUTTER	3361	(1)				1		

FIGURE 4-1 (cont'd)

Average number rations served daily	Title	MOS	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT
			12						
426 - 500	COOK	3371	(9)	1		2	2	3	1
	BAKER	3311	(2)				1	1	
	MEAT CUTTER	3361	(1)				1		
			14						
501 - 590	COOK	3371	(10)	1		2	3	3	1
	BAKER	3311	(2)				1	1	
	MEAT CUTTER	3361	(2)			1	1		
			16						
591 - 680	COOK	3371	(11)	1		2	3	4	1
	BAKER	3311	(3)			1	1	1	
	MEAT CUTTER	3361	(2)			1	1		
			18						
681 - 770	COOK	3371	(13)	1	1	2	3	4	2
	BAKER	3311	(3)			1	1	1	
	MEAT CUTTER	3361	(2)			1	1		
			19						
771 - 860	COOK	3371	(14)	1	1	2	3	5	2
	BAKER	3311	(3)			1	1	1	
	MEAT CUTTER	3361	(2)			1	1		
			21						
861 - 950	COOK	3371	(15)	1	1	2	4	5	2
	BAKER	3311	(3)			1	1	1	
	MEAT CUTTER	3361	(3)			1	1	1	
			23						
951 - 1040	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(16)		1	2	4	7	2
	BAKER	3311	(3)			1	1	1	
	MEAT CUTTER	3361	(3)			1	1	1	
			25						
1041 - 1245	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(18)		1	2	4	9	2
	BAKER	3311	(3)			1	1	1	
	MEAT CUTTER	3361	(3)			1	1	1	

FIGURE 4-1 (cont'd)

Average number rations served daily	Title	MOS	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT
			29						
1246 - 1515	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(20)		1	2	5	9	3
	BAKER	3311	(4)			1	1	2	
	MEAT CUTTER	3361	(4)			1	1	2	
			32						
1516 - 1785	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(23)		1	3	6	10	3
	BAKER	3311	(4)		1	1	1	1	
	MEAT CUTTER	3361	(4)			1	1	2	
			35						
1786 - 2055	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(26)	1	2	3	6	11	3
	BAKER	3311	(4)		1	1	1	1	
	MEAT CUTTER	3361	(4)			1	1	2	
			41						
2056 - 2415	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(30)	1	2	3	6	14	4
	BAKER	3311	(5)	1		1	1	2	
	MEAT CUTTER	3361	(5)		1		1	2	1
			48						
2416 - 2865	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(35)	1	2	4	8	16	4
	BAKER	3311	(6)	1		1	1	2	1
	MEAT CUTTER	3361	(6)		1	1	1	2	1
			53						
2866 - 3315	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(39)	1	2	5	9	17	5
	BAKER	3311	(7)	1		1	2	2	1
	MEAT CUTTER	3361	(6)	1		1	1	2	1
			64						
3316 - 4215	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(46)	1	3	6	10	20	6
	BAKER	3311	(9)	1	1	1	2	2	2
	MEAT CUTTER	3361	(8)	1		1	2	2	2
			76						
4216 - 5115	F.S. TECHNICIAN	3349	(2)	2					
	COOK	3371	(54)	1	3	8	11	24	7
	BAKER	3311	(10)	1	1	1	2	3	2
	MEAT CUTTER	3361	(10)	1	1	1	2	3	2

FIGURE 4-2

Central Bakery

Average number rations served daily	TOTAL	MSGT	3311 TSGT	SSGT	SGT	CPL	PVT
Up to - 2000	7		1	1	2	2	1
2001 - 2665	8		1	1	2	3	1
2666 - 3330	9		1	2	2	3	1
3331 - 3995	10		1	2	2	3	2
3996 - 4660	11		1	2	3	3	2
4661 - 5325	12		1	2	3	4	2
5326 - 5990	13		1	2	4	4	2
5991 - 6685	14	1		3	4	4	2
6686 - 7380	15	1		3	4	5	2
7381 - 8075	16	1		3	5	5	2
8076 - 8770	17	1		3	5	5	3
8771 - 9465	18	1	1	3	5	5	3
9466 - 10160	19	1	1	3	5	6	3
10161 - 10855	20	1	1	3	6	6	3
10856 - 11550	21	1	1	4	6	6	3
11551 - 12245	22	1	1	4	6	7	3
12246 - 12940	23	1	1	4	7	7	3
12941 - 13635	24	1	1	4	7	8	3
13636 - 14330	25	1	1	4	7	8	4
14331 - 15025	26	1	1	4	8	8	4
15026 - 15930	27	1	1	4	8	9	4
15931 - 16835	28	2	1	4	8	9	4
16836 - 17740	29	2	1	4	9	9	4
17741 - 18645	30	2	2	4	9	9	4
18646 - 19550	31	2	2	4	9	10	4
19551 - 20455	32	2	2	5	9	10	4
20456 - 21360	33	2	2	5	10	10	4
21361 - 22265	34	2	2	5	10	11	4
22266 - 23170	35	2	2	5	10	11	5
23171 - 24075	36	2	2	5	10	12	5
24076 - 24980	37	2	2	5	11	12	5
24981 - 26645	38	2	2	5	11	13	5
26646 - 28310	39	2	2	5	11	14	5
28311 - 29975	40	2	2	5	12	14	5
29976 - 31640	41	2	2	6	12	14	5

Central Bakery (cont'd)

Average number rations served daily	TOTAL	3311 MSGT	TSGT	SSGT	SGT	CPL	PVT
31641 - 33305	42	2	2	6	12	15	5
33306 - 34970	43	2	2	6	12	15	6
34971 - 36635	44	2	2	6	13	15	6
36636 - 38300	45	2	2	7	13	15	6
38301 - 40000	46	2	2	7	13	16	6

FIGURE 4-3

Central Butcher Shop

Average number rations served daily	TOTAL	3361 MSGT	TSGT	SSGT	SGT	CPL	PVT
Up to - 3000	6		1	1	1	2	1
3001 - 3500	7		1	1	2	2	1
3501 - 4000	8		1	1	2	3	1
4001 - 4500	9		1	1	3	3	1
4501 - 5000	10	1	1	1	3	3	1
5001 - 5625	11	1	1	1	3	4	1
5626 - 6250	12	1	1	2	3	4	1
6251 - 6875	13	1	1	2	4	4	1
6876 - 7500	14	1	1	2	4	5	1
7501 - 8125	15	1	1	2	4	5	2
8126 - 8750	16	1	1	2	5	5	2
8751 - 9375	17	1	1	2	5	6	2
9376 - 10000	18	1	1	3	5	6	2
10001 - 10910	19	1	1	3	6	6	2
10911 - 11820	20	1	1	3	6	7	2
11821 - 12730	21	1	1	3	7	7	2
12731 - 13640	22	1	1	4	7	7	2
13641 - 14550	23	1	1	4	7	7	3
14551 - 15460	24	1	1	4	7	8	3
15461 - 16370	25	1	1	4	8	8	3
16371 - 17280	26	1	1	4	8	9	3
17281 - 18190	27	1	1	4	9	9	3
18191 - 19100	28	1	1	4	9	9	4
19101 - 20010	29	1	1	5	9	9	4
20011 - 22232	30	1	1	5	9	10	4

Central Butcher Shop (cont'd)

Average number rations served daily	TOTAL	MSGT	TSGT	3361 SSGT	SGT	CPL	PVT
22233 - 24454	31	1	1	5	10	10	4
24455 - 26676	32	1	1	6	10	10	4
26677 - 28898	33	1	1	6	10	11	4
28899 - 31120	34	1	1	6	10	11	5
31121 - 33342	35	1	1	7	10	11	5
33343 - 35564	36	1	1	7	10	12	5
35565 - 37786	37	1	1	7	11	12	5
37787 - 40000	38	1	1	8	11	12	5

FIGURE 4-4

Bakery Platoon

1. The Bakery Platoon will be staffed on the basis of one enlisted baker (3311) for every 360 personnel served.

2. This allowance provides sufficient personnel for the making of bread, donuts, and ice cream only. The criteria does not include personnel for functions performed by other occupational fields.

FIGURE 4-5

Bakers for Air FMF

T/O Strength of Marine Air Group	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Less than 1140	3			1	1	1	
1141 - 1465	4			1	1	2	
1466 - 1790	5		1		1	2	1
1791 - 2115	6		1	1	1	2	1
2116 - 2440	7	1		1	2	2	1
2441 - 2765	8	1	1	1	2	2	1
Over 2765	9	1	1	1	2	2	2

NOTE: These personnel will be assigned to Marine Air Base Squadrons.

CHAPTER 5

INSPECTOR-INSTRUCTOR STAFF CRITERION

5000 COMMAND BILLETS

5001 PERSONNEL ADMINISTRATION BILLETS

5002 SUPPLY ADMINISTRATION BILLETS

5003 INSTRUCTOR AND EQUIPMENT MAINTENANCE MEN BILLETS

5004 AUGMENTATIONS

CHAPTER 5

INSPECTOR-INSTRUCTOR STAFF CRITERION

FUNCTION - Inspector-Instructor Staffs
TYPE UNIT - Reserve Ground Units (Male)

5000 COMMAND BILLETS

1. FIGURE 5-1

Reserve Unit T/O Strength	Inspector-Instructor	Asst I&I	Sgt Maj 0099	First Sgt 0098
All Special Inf Cos	1			1
75 - 168	1	1		1
169 - 327	1	1		1
Over 327	1	1	1	

2. Rank of Inspector-Instructor will be equal to that of the reserve unit Commanding Officer; that of the Assistant Inspector-Instructor will be one grade junior. The MOS of the Inspector-Instructor and the Assistant will be that most suitable to the specialty of the unit.

5001 PERSONNEL ADMINISTRATION BILLETS

FIGURE 5-2

Reserve Unit T/O Strength	SSGT 0141	SGT 0141	SGT 0151
All Special Inf Cos	1	1	
75 - 168	1		
169 - 327	1	1	
Over 327	1	1	1

5002 SUPPLY ADMINISTRATION BILLETS

FIGURE 5-3

	MSGT 3049	TSGT 3049	SGT 3041
Separate Reserve Company	*	1	1
Reserve Battalion	1		1

* Where justification exists that a company's account is beyond the normal capability of a TSgt to handle a MSgt billet may be established in lieu thereof.

5003 INSTRUCTOR AND EQUIPMENT MAINTENANCE MEN BILLETS

1. MOS - In accordance with the MOS needs of the particular type reserve unit to be trained or equipment to be maintained.

2. Rank - MSGT/TSGT for unit gunnery sergeant and/or overall specialty chief.
MSGT/TSGT secondary specialty chief instructors or equipment technicians.
SSGT/SGT specialty and/or sub-specialty instructors or equipment technicians.
Below SGT will not be used.

3. Numbers - Sufficient that when added to the requirements shown above the I&I staff will be filled to an enlisted strength of no more than:

7 - Special Infantry Cos.
8 - Rifle, Amph Tractor, Truck, and Supply Cos.
9 - Arty Btrys, Air Delivery, Ord Fld Maint (Arty & AAA), Automotive Fld Maint, Comm, Engineer, Shore Party, Tank, Armored Amphib, Cargo Cos, and Spec Inf Bns.
10 - Auto Wpns Btrys, Arty, Amph Tractor, Inf, Wpns, MT Bns and Ord Fld Maint Co (Trac Veh, SA Fc & Instr repair).
11 - 90 MMAAA, Depot Supply, 4.5 rocket, and Tank Bns.
12 - AAA&AW Bn Mobile, Eng Bn, and Truck Co-Sepc Inf. Co.
13 - Comm Bn.
15 - Anglico - Comm Electr Maint Co.

5004 AUGMENTATIONS

1. The regular I&I staffs formed from paragraphs 5000-5003 above may be augmented as follows:

a. Facility Maintenance Billets

(1) I&I staffs of reserve units located at a permanent regular military installation require no maintenance personnel.

(2) Other I&I staffs of reserve units (off military base) require the following maintenance personnel:

	Cpl, Construction Man (1373)
Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq. ft. or 15,000 sq. ft. plus 2 acres or more of grounds.	1

Joint Training Center with indoor MCR exclusive space in excess of 40,000 sq. ft. plus 5 acres or more of grounds.	2
MCRTC with an indoor area in excess of 20,000 sq. ft. or 10,000 sq.ft. plus 2 acres or more of grounds.	1
MCRTC with an indoor area in excess of 40,000 sq. ft.	2

b. Consolidated and centralized clothing issue sites.

1 Sergeant (3041) per site serving some reserve units of a MCR&RD.

3 Sergeants (3041) per site serving an entire MCR&RD.

CHAPTER 6

MACHINE ACCOUNTING CRITERION

6000 INTRODUCTION

6001 MANAGEMENT PERSONNEL

6002 ADMINISTRATIVE-CLERICAL PERSONNEL

6003 ANALYST PERSONNEL

6004 ACCOUNTING SUPERVISORY PERSONNEL

6005 OPERATOR SUPERVISORY PERSONNEL

6006 OPERATOR PERSONNEL

6007 CIVILIAN PERSONNEL

CHAPTER 6

MACHINE ACCOUNTING CRITERION

FUNCTION - Machine Accounting
TYPE UNIT - Machine Records Installations, Non-FMF

6000 INTRODUCTION

1. Mechanization of existing operations to be worthwhile must either be accompanied by significant personnel savings or a materially more useful end-product. Thus, part and parcel of this criteria is the requirement that an estimate of personnel savings and of the value of improved operations are inherent in the decision to mechanize.

2. The use of military personnel is appropriate in order to provide sufficient billets for training and mobilization expansion. Otherwise, civilian personnel will be used to the maximum practicable extent. Women Marines and/or civilian billets may be substituted for currently established male military billets upon approval of Headquarters Marine Corps.

6001 MANAGEMENT PERSONNEL

FIGURE 6-1

Machine Accounting Officer - MOS 4002

Installation performing services of a complexity and volume to require a total of 10 to 19 personnel (Military and Civilian)	1 OinC (Lt)
Installation performing services of a complexity and volume to require a total of 20 to 39 personnel (Military and Civilian)	1 OinC (Capt) 1 MAO (Lt/WO)
Installation performing services of a complexity and volume to require a total of 40 to 59 personnel (Military and Civilian)	1 OinC (Maj) 2 MAO (Lt/WO)
Installation performing services of a complexity and volume to require a total of 60 or more personnel (Military and Civilian)	1 OinC (LtCol) 3 MAO (Capt, Lt/WO)

FIGURE 6-2

Machine Accountant - MOS 4029

One MSgt as Installation Chief for each Machine Accounting Organization.

6002 ADMINISTRATIVE-CLERICAL PERSONNEL

FIGURE 6-3

Administrative Man - MOS 0141
Supply Administrative Clerk - MOS 3041

Installation with a total of 10 to 19 personnel	1 Sgt-Admin. Clerk (0141) *
Installation with a total of 20 to 39 personnel	1 SSgt-Admin. Clerk (0141) 1 Cpl-Clerk Typist (0141) * #
Installation with a total of 40 to 59 personnel	1 SSgt-Admin. Clerk (0141) 1 Sgt-Clerk Typist (0141) 1 Cpl-Clerk Typist (0141) * #
Installation with a total of 60 or more personnel	1 TSgt-Admin. Clerk (0141) 1 Sgt-Clerk Typist (0141) 1 Cpl-Clerk Typist (0141) 1 Pvt-Mail & File Clerk (0141) 1 Cpl-Supply Clerk (3041) * #

* Add 1 Cpl - personnel locator clerk (0141) if MRI is required to operate locator.

\# Add 1 Cpl - clerk typist (0141) if installation is performing military personnel accounting. This requirement is necessitated by the large volume of corrective correspondence and action required at the MRI.

6003 ANALYST PERSONNEL

FIGURE 6-4

Personnel Accounting Analyst - MOS 8251

For installations performing personnel accounting:

One Master Sergeant (Experienced Analyst) as Chief Analyst.
One Technical Sergeant (Experienced Analyst for each eight (8) processing Analysts, or major portion thereof, over four (4) as Analyst Supervisor.

Installation serving FMF Organizations----------	1 SSgt/Sgt per 2,500 personnel (Chg & Non-Chg) in accounting jurisdiction
Installation serving Casual, I&I Staff, Training and Transient Center Type Organizations----------	1 SSgt/Sgt per 1,500 personnel (Chg & Non-Chg) in accounting jurisdiction
Installation serving Barracks and Security Force type Commands, Flag and Staff Allowances, Recruit Depots (Permanent Personnel) and Ships Detachments----------	1 SSgt/Sgt per 3,000 personnel (Chg & Non-Chg) in accounting jurisdiction
Installation serving Volunteer and Organized Reserve Accounts----------	1 SSgt/Sgt per 10,000 Volunteer Personnel in accounting jurisdiction
	1 SSgt/Sgt per 3,000 Organized Personnel in accounting jurisdiction
Installation performing personnel accounting for Recruits----------	1 SSgt/Sgt per 5,000 Recruits in accounting jurisdiction

6004 ACCOUNTING SUPERVISORY PERSONNEL

FIGURE 6-5

Machine Accountant - MOS 4029
E7 and E6

Machine Accounting Organizations whose mission includes operation of the following mechanized accounting systems normally require one or more Accounting Supervisors

for each system. The number will depend on complexity; stage of implementation; and number of reports to be prepared, procedures to be developed and files to be maintained. Normally, the rank distribution within each system will be based on a MSgt/TSgt ratio of 1:2. Where the number required in a particular system is less than 3, which would not permit applying the above ratio, the rank of TSgt will be used.

SUPPLY (Stock and Property)
PERSONNEL (Military-Active and Inactive; and Civilian)
DISBURSING
FISCAL
MANUFACTURING AND REPAIR PRODUCTION CONTROL
JOB ORDER AND COST DISTRIBUTION

6005 OPERATOR SUPERVISORY PERSONNEL

FIGURE 6-6

Machine Accountant - MOS 4029
E7, E6 and E5

Each Machine Accounting Organization requires one E7 or E6 as Machine Unit Supervisor to coordinate and provide overall supervision of the various operator groups within that unit. Rank is determined by the number of operators authorized:

20 operators or less---------- 1 E6
More than 20 operators---------- 1 E7

First line operator supervisors (E5) are required in the proportion of one (1) supervisor for each eight (8) operators.

6006 OPERATOR PERSONNEL

1. EAM OPERATOR - MOS 4011 (E4, E3 and E2/E1)
KEY PUNCH OPERATOR - MOS 4013 (E4 and E3) and MOS 0141 (E2/E1)

a. Civilian and/or Military Personnel - 1.15 operators per machine per authorized work shift.

b. Military Personnel - 1.20 operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution of machine operators (MOS 4011) will normally adhere to the ratio of:

SGT: CPL: PFC/PVT - 2: 3: 3

d. Rank distribution of Key Punch operators (MOS 4013) will normally adhere to the ratio of:

SGT: CPL: PFC/PVT - 1: 2: 3

5007 CIVILIAN PERSONNEL

1. Normally, the percentage of substitution of civilian billets for military billets will not exceed the following:

Management Personnel (MOS 4002)	50%
Administrative-Clerical Personnel (MOS 0141 and MOS 3041)	100%
Accounting Supervisory Personnel (MOS 4029)	50%
Operator Supervisory and Operator Personnel (MOS 4029 and MOS 4011)	50%
Operator Supervisory and Operator Personnel Key Punch (MOS 4029 and MOS 4013)	100%

2. For substitution of civilian personnel the following rank-grade table serves as a guide:

MSGT	GS-7&8
TSGT	GS-6
SSGT	GS-5
SGT	GS-4
CPL	GS-3
PFC/PVT	GS-2 (Trainee)

CHAPTER 7

POSTAL CRITERION

7000 POSTAL OFFICERS

7001 ENLISTED POSTAL PERSONNEL

CHAPTER 7

POSTAL CRITERION

FUNCTION - Postal Services
TYPE UNIT - All activities (FMF and Non-FMF)

7000 POSTAL OFFICERS

1. Postal Officers (0130) will be assigned to the Adjutant's Section of only those units having a Class One Post Office (distributing and/or Fleet Post Offices) on the following basis:

Strength	MAJ	CAPT	WO	TOTAL
0 - 10000			1	1
10001 - 15000		1	1	2
15001 - and higher	1		1	2

2. Two Warrant Officers (0130) will be assigned to Staffs of Corps and Force as Postal Inspectors.

7001 ENLISTED POSTAL PERSONNEL

1. Enlisted postal personnel (0161) will be assigned to the Adjutant's Section of only those units having Post Offices in FMF and Non-FMF organizations, on the following basis:

a. Basic Criterion

FIGURE 7-1

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
0 - 500				1	1		2
501 - 1000				1	1	1	3
1001 - 1500			1	1	1	1	4
1501 - 2000			1	1	1	2	5
2001 - 2500			1	1	2	2	6
2501 - 3000			1	1	2	3	7
3001 - 3500		1	1	1	2	3	8
3501 - 4000		1	1	1	2	4	9
4001 - 4500		1	1	1	3	4	10
4501 - 5000		1	1	1	3	5	11
5001 - 5500	1	1	1	1	3	5	12
5501 - 6000	1	1	1	2	3	5	13

b. Augmentations

(1) One postal clerk will be assigned for each succeeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower ranks generally assigned the first increments and the higher ranks assigned the latter increments within a gradation.

FIGURE 7-2

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
10001 - 10500	1	1	2	3	5	10	22
15001 - 15500	1	1	3	5	8	14	32
20001 - 20500	1	1	4	7	11	18	42

(2) For postal units serving widely separated organizations, (as at Camp Pendleton), or for postal units serving subordinate organizations on detached duty away from the parent organization, (as in a Marine Division), normal allowances, as set forth in the Basis Criterion in paragraph 3a., above, will be augmented as follows:

FIGURE 7-3

Strength	SSGT	SGT	CPL	TOTAL
Over 1000			1	1
Over 2500	1		1	2
Over 4500	1	1	1	3

(3) Directory Service - When the postal unit is to perform directory service, additional personnel shall be assigned as follows:

(a) Non-FMF Units - One postal clerk will be assigned for each 1000 personnel, or major fraction thereof, serviced. Rank will be distributed equally between sergeants and corporals.

(b) FMF Units - Same as for Non-FMF units except that when directory service is furnished for FMF organizations by a supporting Non-FMF unit, 1 SGT (0161) will be retained in the FMF unit for each 4000 personnel served to maintain a duplicate FMF directory. The remainder will be assigned to assist in the Non-FMF postal unit.

CHAPTER 8

SECURITY FORCE CRITERION

8000 COMMISSIONED OFFICERS

8001 SERGEANT MAJOR/FIRST SERGEANT

8002 GUARD PERSONNEL

8003 SUPERNUMERARIES AND FIELD MUSICS

8004 BRIG PERSONNEL

8005 MILITARY POLICE

8006 ADMINISTRATIVE AND CLERICAL PERSONNEL

8007 EXCHANGE PERSONNEL

8008 SUPPLY PERSONNEL

8009 DISBURSING PERSONNEL

8010 MAINTENANCE PERSONNEL

8011 MESS PERSONNEL

8012 LAUNDRY PERSONNEL

8013 CHAUFFEUR-ORDERLY

8014 INFANTRY WEAPONS ARMORER, POLICE NCO, 35 MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, RIFLE RANGE PERSONNEL, AND DRIVERS

CHAPTER 8

SECURITY FORCE CRITERION

FUNCTION - Security and Support
TYPE UNIT - Marine Security Forces less Retraining Commands (For Security Function in commands other than the Security Forces see criteria for MOS 8151)

8000 COMMISSIONED OFFICERS - 9910

1. Commanding Officers

a. Marine Barracks (Naval Air Station)

0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

b. Other Marine Barracks

0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel

c. District Marine Officers - Colonel

2. Executive Officers

a. One rank lower than Commanding Officer.

3. Guard Officers

a. Guard Detachments

(1) 1 Lt for each guard section or separate detachment with 35 or more guard personnel (not including brig).

(2) 1 Captain, Officer in Charge, in addition to Lt Guard Officer for guard section or separate detachments of 75 or more personnel (not including brig).

b. Guard Companies and Platoons

(1) Whenever a Marine Barracks has two or more guard units which have 75 or more guard personnel each, these units will be organized as guard companies with 1 Captain, Company Commander each.

(2) Whenever a Guard Company has two or more sub-units which have 35 or more guard personnel each, the sub-units will be organized as guard platoons with 1 lieutenant, platoon commander each.

8001 SERGEANT MAJOR/FIRST SERGEANT

1. Marine Barracks - Sergeant Major (0099)

2. Marine Detachment - First Sergeant (0098)

8002 GUARD PERSONNEL

1. Six privates (8151) per 24 hour guard post. For guard posts less than 24 hours:

FIGURE 8-1

Number hours manned per guard post	Number Privates per post
Less than 4	0
4 - 5	1
6 - 9	2
10 - 13	3
14 - 17	4
18 - 21	5
22 - 24	6

2. Six Corporals (8151) per guard.

3. Three Sergeants (8151) per guard.

4. Guard Chief/Training NCO (8151):

FIGURE 8-2

Rank	Guard Section Strength
SSGT	1 - 25
TSGT	26 - 75
MSGT	76 -

NOTE: Guard sections with a strength of 50 or more will be provided a SSGT, (8151) Guard NCO, in addition to the allowances provided above.

8003 SUPERNUMERARIES AND FIELD MUSICS

1. Private supernumeraries to equal 10% (for overseas units, 11%) of enlisted T/O strength in units of 100 or less. No "non-effective" billets to be provided. For units of more than 100, guard supernumeraries to be 10% (or 11%) of guard section strength to include brig sections. Two field music buglers (5591, Cpl/Pvt) will be provided for barracks of 100 or more and will be counted in the number of supernumeraries. Where such field musics are provided, the allowance of supernumeraries, as computed by the above formula, will be reduced correspondingly.

2. Where CMC has management control and maintenance billets are designated, the above allowances will be reduced by the number of designated maintenance billets (see paragraph 8010).

8004 BRIG PERSONNEL

1. See Brig Criteria.

8005 MILITARY POLICE

1. Marine Corps participation in Armed Services police forces is commensurate with the relative size and number of installations and Marines stationed or traveling in the vicinity in relation to other participating services. Assignment of these personnel is the responsibility of the local command and should be separately justified.

8006 ADMINISTRATIVE AND CLERICAL PERSONNEL

1. The following criteria for administrative and clerical billets include only those that involve the overall command and personnel administration of the security organization and not those that exist for the administrative support of a particular section only such as the Supply Section, Special Services Section or Maintenance Section.

2. A basic criterion for assignment of administrative and clerical billets for security organizations is shown in Figure 8-3, below. The criterion established is designed to handle routine administrative load. It should be augmented as indicated in subsequent paragraphs and succeeding tables to accomplish added work load encountered under specific situations.

FIGURE 8-3

Basic Criterion

Authorized Strength	0130 LT/WO	MSGT	TSGT	0141 SSGT	SGT	CPL	PVT	Total OFF and ENL
0 - 35			1					1
36 - 100			1			1		2
101 - 150			1		1		1	3
151 - 200			1		1	1	1	4
201 - 300	1		1		1	2	1	1 - 5
301 - 400	1		1		1	3	1	1 - 6
401 - 500	1	1			3	3	1	1 - 8
501 - 600	1	1		1	2	3	*2	1 - 9

* 1 additional authorized for each 60 man increase over 600.

3. Supplemental Augmentation for Situational Requirements

a. One SGT 0131, Stenographer, will be authorized for units with T/O strength of 100 or more having special court-martial convening authority except where a Legal Section has been authorized by HQMC.

b. A Legal Section will be added for units designated by HQMC, the section to consist of 1 LT, 9910; 1 TSGT, 0121; 1 SGT, 0131 (or MOS 0121 if transcribing-recording equipment has been issued to the organization).

c. Where a Postal Section is justified and approved by the CMC, the following personnel are authorized:

T/O Strength	
Less than 500	1 Sgt 0161
	1 Cpl 0161
Over 500	1 Sgt 0161
	2 Cpl 0161

d. Geographically Displaced Units - Organizations having a continuous requirement for a separate guard or other sub-unit of 35 or more men displaced geographically will be allowed additional administrative personnel for the sub-unit in accordance with the following scale:

Size of displaced Unit	Additional Personnel
35 - 100	1 Cpl 0141
101 - 200	1 Sgt 0141
	1 Pvt 0141

e. Prisoners, students, or patients - Organizations responsible for administration of prisoners, students, or patients will be augmented as shown in Figure 8-4, below. Statistics will be developed by continual manual check of Unit Diaries or reports from units concerning monthly average of prisoners, students, and/or patients.

FIGURE 8-4

Augmentation for organizations administering Prisoners, Students, or Patients

Number Administered	0130	0141					Total
(Monthly Average)	LT/WO	TSGT	SSGT	SGT	CPL	PVT	OFF and ENL
0 - 25							0
26 - 125					1		1
126 - 200				1		1	2

Augmentation for organizations administering
Prisoners, Students, or Patients (cont'd)

Number Administered (Monthly Average)	0130 LT/WO	0141 TSGT	0141 SSGT	0141 SGT	0141 CPL	0141 PVT	Total OFF and ENL
201 - 275				1		2	3
276 - 350	1	1		1	1	1	1 - 4
351 - 425	1	1		1	1	2	1 - 5
426 - 500	1	1	1	1	1	2*	1 - 6

* 1 additional authorized for each 75 processed above monthly average shown.

f. Casuals - Organizations responsible for processing casuals (personnel for further transfer or assignment, for separation, stragglers and deserters, etc.) will be augmented as shown in Figure 8-5, below. Statistics will be developed by continual manual check of unit diaries or reports from units concerning monthly average of casuals processed.

FIGURE 8-5

Augmentation for organizations responsible
for administering casuals

OFFICERS

Number casuals administered (Monthly Average)	MAJ	CAPT	LT/WO	TOTAL
Less than 50		NONE		0
50 - 500			1	1
501 - 1500			2	2
1501 - 3000		1	2	3
Over 3000	1	1	3	5

FIGURE 8-6

ENLISTED

Number casuals administered (Monthly Average)	MSGT	0141 TSGT	0141 SSGT	0141 SGT	0151 SGT	0141 CPL	0151 CPL	0161 CPL	0141 PVT	TOTAL
Less than 20				NONE						0
20 - 50						1				1*
200		1		1		1			1	4*
500	1		1	2	1	3		1	2	11*
1000	1	1	2	5	1	6		1	4	21*
1750	1	2	4	8	1	10	1	1	8	36*
2750	2	3	6	14	2	16	1	2	12	58*
4000	3	5	8	19	2	23	2	3	20	85*

* 1 additional 0141 authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

g. Investigators - Investigators (0111) will be assigned to security force activities requiring such personnel when justified to and approved by CMC.

8007 EXCHANGE PERSONNEL

1. When an approved exchange is operated by the command, the following personnel are authorized:

FIGURE 8-7

Authorized Strength	9910 WO/LT	TSGT	SSGT	4131 SGT	CPL	PVT/PFC	Total OFF and ENL
0 - 80				1	1*		2
81 - 180			1	1	1*		3
181 - 300		1		1	1	1*	4
301 - 450	1	1		1	1	2*	1 - 5
451 - 600	1	1	1	1	1	2*	1 - 6

* Additional duty for authorized projectionist if provided.

NOTE: 1. One additional Cpl (4131) will be authorized for each branch in addition to the central post exchange.

2. Barber billets will not be established in Non-FMF activities unless inaccessability of civilian barber facilities or inability to procure civilian barbers can be justified. Barber billets justified in accordance with the above will be authorized one (1) MOS 8941 per 160 men.

8008 SUPPLY PERSONNEL

1. Supply Officers

Captain - 3010 - MB commanded by Colonel.

Lieutenant - 3010 - MB commanded by LtColonel (assigned only when CMC has management control).

2. Supply Personnel (OF 30) - See either a or b below.

a. Marine Corps Mess

FIGURE 8-8

Authorized Strength	Supply Administrative Chief 3049 MSGT	TSGT	Supply Administrative Clerk 3041 SSGT	SGT	CPL	Commissary Supply Clerk 3061 CPL	Unit-stockman 3011 CPL	3011 PVT	TOTAL
0 - 50		1		1		1			3
51 - 100		1		1		1	1		4
101 - 200	1			1	1	1	1	1	6
201 - 300	1		1	1	1	1	1	1	7
301 - 400	1		1	2	1	1	1	1	8
401 - 500	1	1	1	2	1	1	1	1	9
501 - 600	1	1	1	2	2	1	1	1	10

b. Navy Mess

FIGURE 8-9

Authorized Strength	3049 MSGT	TSGT	3041 SSGT	SGT	CPL	3011 CPL	PVT	TOTAL
0 - 50			1		1			2
51 - 100			1	1		1		3
101 - 200		1		1	1	1	1	5
201 - 300	1		1	1	1	1	1	6
301 - 400	1		1	2	1	1	1	7
401 - 500	1	1	1	2	1	1	1	8
501 - 600	1	1	1	2	2	1	1	9

3. Augmentations

a. Where the Commandant of the Marine Corps determines that there is unusual clothing issue activity, the following additional personnel may be authorized:

1	SGT	3011	Unit Stockman
1	CPL	3041	Supply Adm. Clerk

b. Where the Commandant of the Marine Corps determines that there is unusual activity in Shipping and Receiving of Household Effects or Government Property, the following additional personnel may be authorized:

1	SSGT	3121	Freight Transportation Clerk
1	CPL	3051	Warehouseman

c. Civilians with equivalent job titles may be substituted for military personnel as follows:

MSGT	-	GS 7 or 8
TSGT	-	GS 6
SSGT	-	GS 5
SGT	-	GS 4
CPL	-	GS 3
PVT	-	GS 2

8009 DISBURSING PERSONNEL

1. One (1) pay clerk (MOS 3411) for 250 active duty officer pay accounts or major fraction thereof.

2. One (1) pay clerk (MOS 3411) for 325 active duty enlisted pay accounts or major fraction thereof.

3. One (1) pay clerk (MOS 3411) for 633 organized reserve accounts or major fraction thereof.

4. One (1) voucher clerk (MOS 3431) for 150 travel vouchers paid or major fraction thereof.

5. One (1) voucher clerk (3441) for 200 public vouchers paid or major fraction thereof.

6. Enlisted rank structure:

MSGT	-	8%
TSGT	-	8%
SSGT	-	11%
SGT	-	19%
CPL	-	24%
PVT	-	30%

7. Officers - 3402

FIGURE 8-10

Number pay, fiscal and voucher clerks	CAPT	LT/WO	TOTAL
0 - 10		1	1
11 - 20	1	1	2
Over 20	1	2	3

NOTE: Organizations having geographically separated disbursing sub-units will apply the above criteria individually for each sub-unit.

8010 MAINTENANCE PERSONNEL (To be assigned only when CMC has management control)

FIGURE 8-11

Work Units*	Total Pers w/maint duty only	Utilities Chief MOS 1169		Electrician MOS 1141		Plumber MOS 1131		Refri-geration MOS 1161		Construction MOS 1373	
		MSGT	TSGT	SGT	CPL	SGT	CPL	SGT	CPL	SGT	CPL
0 - 55	1		1		1**		1**		1**	1**	
56 - 110	2		1		1**		1**		1**	1	
111 - 165	3		1		1**		1		1**	1	
166 - 220	4		1		1		1		1**	1	
221 - 275	5		1		1		1		1**	1	1
276 - 330	6				1		1		1**	1	2
331 - 385	7	1		1	1		1	1**		1	2
386 - 440	8	1		1	1	1	1	1**		1	2
441 - 495	9	1		1	1	1	1	1		1	2
496 - 550	10	1		1	1	1	1	1		1	3
551 - 605	11	1		1	1	1	2	1		1	3
606 - 660	12	1		1	1	1	2	1		1	4

* Work Units are expressed in 1000 square foot units and equal four times the square feet of floor space of quarters added to the square feet of floor space of all other type buildings (obtainable from unit plant account records).

** To perform additional duty in security function of Marine Barracks. Supernumerary billets only will be decreased accordingly.

NOTES: 1. These allowances should be decreased proportionately where masonry or metal building construction predominates.

2. These allowances should be increased proportionately where indigenous labor is used.

3. Where adequate justification is furnished additional personnel of different MOS's may be assigned.

4. Civilians with equivalent job titles may be substituted for Military as follows: Group III for Sgt and Group II for Cpl.

8011 MESS PERSONNEL

1. Cooks (3371) and Bakers (3311) - Marine Corps or Navy Mess

FIGURE 8-12

Average number Marine rations served monthly	Title	MOS	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	Total MarCor Mess	Total Navy Mess
1 - 75	Cook	3371			1*	1*	1		(3)	(1)
76 - 145	Cook	3371			1*	1	1	1	(4)	(3)
146 - 215	Cook	3371		1*		1	2	1	(5)	
	Baker	3311					1*		(1)	
216 - 285	Cook	3371		1	1	1	2	1	(6)	(6)
	Baker	3311				1*			(1)	
286 - 355	Cook	3371		1	1	2	2	1	(7)	(7)
	Baker	3311				1*			(1)	
356 - 425	Cook	3371	1		1	2	3	1	(8)	(8)
	Baker	3311				1*	1*		(2)	
426 - 500	Cook	3371	1		2	2	3	1	(9)	(9)
	Baker	3311				1*	1*		(2)	

* Marine Corps Mess only.

2. Messmen (8151)

a. Marine Corps Mess

1 Pvt per 20 rations served in family style mess
1 Pvt per 30 rations served in cafeteria style mess

b. Navy Mess

1 Pvt per 30 Marine rations served

8012 LAUNDRY PERSONNEL

1. For security forces operating laundries the following military personnel are authorized in addition to sufficient civilian personnel to operate the laundry facilities:

1	Lt	Officer in Charge	3202
1	MSgt	Assistant to OinC	3261

8013 CHAUFFEUR-ORDERLY (per OPNAVINSTR 5510.45)

1. Cpls 8951 designated as "Chauffeur/Orderly":

a. 2 each - Commandants of Naval Districts and River Commands
Commanders of Sea Frontiers
Overseas Area Commanders
Chief of Naval Air Training
(Even if any of the above flags are combined, no more than 2 billets are authorized)

b. 1 each - President of the Naval War College
Flag rank commanders of shore activities who exercise immediate military command over Marine security forces

8014 INFANTRY WEAPONS ARMORER, POLICE NCO, 35 MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, RIFLE RANGE PERSONNEL, AND DRIVERS

FIGURE 8-13

Authorized Strength	SSGT	Infantry Weapons Armorer (2111) SGT	CPL	Police NCO (8911) SGT	35 MM Projectionist (8311)	Athletic and Recreation Asst. (8921)	Drivers (3531)
0 - 50	Note		1*		Note 1	Note 2	Note 3
51 - 100	4		1	1			
Over 100		1		1			

* Additional duty as Police NCO.

NOTE: 1. One authorized if the unit operates its own movie (see criteria for Exchange Personnel).

2. No separate billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35 MM projectionist or Police NCO.

3. One Pvt where CMC does not have management control.
One Cpl and one Pvt where CMC has management control.
These allowances may be increased where separate security detachments must be supplied from main barracks. Automotive maintenance personnel will not be provided.

4. One additional SSgt authorized for units authorized field maintenance of small arms at organic rifle ranges.

CHAPTER 9

FIRE FIGHTING PERSONNEL CRITERION

9000 DEFINITIONS

9001 BASIC CRITERION

CHAPTER 9

FIRE FIGHTING PERSONNEL CRITERION

FUNCTION - Fire Protection.
TYPE UNIT - All Non-FMF activities having Structural Fire Departments.

9000 DEFINITIONS

1. Engine Company - The personnel complement provided for each standard pumper needed to handle the estimated required fire flow.

2. Class A Fire Protection - Fire protective forces available within certain prescribed distances (as defined by OPNAVINSTR 11320.11 of 12 Sep 1951), comprised of full time trained fire fighters, manning sufficient equipment, which under ordinary conditions could be expected to effect rescues, confine and extinguish an advanced fire involving a single building on the station and protect surrounding structures.

3. Class C Fire Protection - A fire protective force available in such length of time as it takes to assemble at the fire house, comprised of one or two full time trained fire fighters and a volunteer brigade of periodically drilled men operating half the equipment required for Class A protection, which under ordinary conditions could be expected to isolate or confine an advanced fire.

4. Estimated Fire Flow - The number of gallons flow required to supply the number of 2½" hose lines (250 g.p.m. each) estimated as necessary to confine and extinguish an advanced fire involving the largest building in a group or area which, after giving consideration to structural conditions, contents, occupancy, sprinkler protection, automatic alarm systems, exposures, etc., is regarded as most likely to become so involved. The estimated flow is generally determined by Navy fire protection engineers and is in accordance with NavDocks TP-PU-4 "Fire Prevention and Fire Protection" of 15 Aug 1954, Section 4c2.01, p. 4-3.

9001 BASIC CRITERION

1. The following personnel requirements are based on the employment of civilians and the operation of a two platoon system.

a. Class A Fire Protection

FIGURE 9-1

Number of Pumpers	Estimated Fire Flow	Fire Chief	Assistant Fire Chief	Supervisor	Driver Operator	Fire Fighter	Total
1	1000 - 2000 gpm	1		2	2	8	13
2	2000 - 3500 gpm	1	2	4	4	16	27
3	3500 - 4500 gpm	1	2	6	6	24	39
4	4500 - 5500 gpm	1	2	8	8	32	51*

* For each additional pumper, add 2 supervisors, 2 Driver Operators, and 8 Fire Fighters.

(1) Augmentations

(a) For those companies serving closely built high value industrial districts and areas containing large buildings, the construction and occupancy of which constitutes a high life hazard, the above requirements for each unit will be increased by two (2) fire fighters.

(b) Activities having 3 or more fire stations shall have 3 fire alarm operators in addition to the above personnel.

(c) Where military personnel are used exclusively as full time structural fire fighters, the above allowances for each company will be increased by three (3) fire fighters. The rank structure will be as follows:

MOS 8811	MOS 3531
MSGT - 1%	SGT - 15%
TSGT - 3%	CPL - 35%
SSGT - 10%	PVT - 50%
SGT - 15%	
CPL - 21%	
PVT - 50%	

b. Class C Fire Protection

The number of units and total pumping capacity shall be equal to one-half that required for Class A protection above. The personnel complement shall consist of one (1) fire fighter supervisor on duty at all times with sufficient other men on a volunteer brigade basis, to man the required equipment, available on call and for regular weekly drill periods.

CHAPTER 10

BAND CRITERION

10000 DEFINITIONS

10001 APPLICATION OF UNITS

10002 BASIC BAND UNIT OF 36 PERSONS

10003 BASIC BAND UNIT OF 48 PERSONS

10004 DIVISION BAND OF 73 PERSONS

10005 BASIC DRUM AND BUGLE CORPS UNIT OF 25 PERSONS

CHAPTER 10

BAND CRITERION

FUNCTION - Bands and Drum and Bugle Corps
TYPE UNIT - Marine Corps Bands and Drum and Bugle Corps (excluding U.S. Marine Band, Washington, D.C.)

10000 DEFINITIONS

A. Basic Band Unit of 36 persons
B. Basic Band Unit of 48 persons
C. Division Band of 73 persons
D. Basic Drum and Bugle Corps, Unit of 25 persons

10001 APPLICATION OF UNITS*

COMMAND LEVEL	2-5000	5-10000	10-15000	15-25000
Colonel	NONE	D	A	A&D
BrigGeneral	D	A	A&DorB	B&DorB
MajGeneral	A	B	B&D	C
LieutGen	A	B	B&D	C

* Factors which may be a cause for deviation from the above assignment of units are actual work load (concerts, field formations, publicity functions, dance band work, training assistance) recruiting potential, location of command, and Marine Corps personnel serviced not within the local command.

10002 BASIC BAND UNIT OF 36 PERSONS

1. Composition

One (1) Warrant Officer, MOS 5502, to lead and/or supervise the leading of a basic band unit of 36 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Two (2) MSgt, MOS 5519 and 5511 thru 5565, Bandsman.
One (1) 5519 to assist in the supervision and leading of the band, and play a musical instrument when not engaged in these duties.
One (1) 5511 thru 5565, to function as the Technical Training NCO, and plays a musical instrument in the band.

Two (2) TSgt, 5511 thru 5565, Bandsmen.
One (1) to function as the assistant technical training NCO and play a musical instrument in the band. This man to play a reed instrument if the MSGT training NCO plays a brass instrument, or the reverse.
One (1) to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police Sergeant and plays a musical instrument in the band when not engaged in field formations.

Four (4) SSgt, 5511 thru 5565, Bandsmen.
One (1) to function as librarian and play a musical instrument in the band.
One (1) to function as store-room keeper and play a musical instrument in the band.
Two (2) to function as section leaders (reed and brass) in the band.

Ten (10) Sgt, 5511 thru 5565, Bandsmen.
Seven (7) to function as section leaders (clarinet, trumpet, trombone, saxophone, percussion, French horn, and tuba) in the band.
One (1) to play a musical instrument in the band and do additional duty as a clerk-typist.
One (1) to play a musical instrument in the band and do additional duty as an Instrument Repairman.
One (1) 5536, to play flute in the band.

Ten (10) Cpl, 5511 thru 5565, Bandsmen.
Ten (10) to play musical instruments in the band.

Seven (7) PFC/Pvt, 5511 thru 5565, Bandsmen.
Seven (7) to play musical instruments in the band.

2. Instrumentation

1 Flute and Piccolo, 5536
8 Clarinet, 5534
2 Saxophone, Eb Alto, 5537
1 Saxophone, Bb Tenor, 5537
1 Saxophone, Eb Baritone, 5537
6 Trumpet, 5541
3 French Horn, 5544
4 Trombone, 5546
1 Euphonium, 5543
2 Tuba and String Bass, 5547
2 Drum, Snare, 5563
1 Drum, Bass, 5561
1 Piano, 5565 (plays cymbals, glockenspiel, or other instrument in the band)
1 Bandsman, 5511, Drum Major (not to be confused with Field Music Drum Major MOS 5597) plays any musical instrument in the band.
1 Assistant Band Leader, 5519, (plays any band instrument)
1 Band Officer, 5502

3. Capabilities

a. Musical Duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 25 to 37 engagements per month, 15 to 60 minutes per engagement.

(2) Dance band work, 10 to 15 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 7 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 3 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above listed work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10003 BASIC BAND UNIT OF 48 PERSONS

1. Composition

One (1) Warrant Officer, 5502, to lead and/or supervise the leading of a band unit of 48 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Two (2) MSgt, 5519 and 5511 thru 5565, Bandsmen.
One (1) 5519, to assist in the supervision and leading of the band, and plays a musical instrument when not engaged in these duties.
One (1) 5511 thru 5565, to function as the Technical training NCO, and plays a musical instrument in the band.

Three (3) TSgt, 5511 thru 5565, and 5581, Bandsmen and Instrument Repairman.
One (1) to function as the assistant technical training NCO and plays a musical instrument in the band. This man to play a reed instrument if the MSgt, training NCO, plays a brass instrument, or the reverse.
One (1) to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police Sergeant, and plays a musical instrument in the band when not engaged in field formations.
One (1) 5581, Instrument Repairman, to repair musical instruments and band equipment.

Seven (7) SSgt, 5511 thru 5565, Bandsmen.
To function as section leaders (clarinet, trumpet, French horn, trombone, saxophone, tuba, and percussion) in the band.

Thirteen (13) Sgt, 5511 thru 5565, Bandsmen.
Nine (9) to play musical instruments in the band.
One (1) to function as an arranger and plays a musical instrument in the band.
One (1) to function as storeroom keeper and plays a musical instrument in the band.

One (1) to play a musical instrument in the band and do additional duty as clerk-typist.
One (1) to function as librarian and plays a musical instrument in the band.

Fourteen (14) Cpl, 5511 thru 5565, Bandsmen.
Fourteen (14) to play musical instruments in the band.

Eight (8) Pfc/Pvt, 5511 thru 5565, Bandsmen.
Eight (8) to play musical instruments in the band.

2. Instrumentation

1 Flute and Piccolo, 5536
10 Clarinet, 5534
2 Saxophone, Eb, Alto, 5537
1 Saxophone, Bb, Tenor, 5537
1 Saxophone, Eb, Baritone, 5537
8 Trumpet, 5541
4 French Horn, 5544
5 Trombone, 5546
2 Euphonium, 5543
3 Tuba and String Bass, 5547
4 Drum, Snare, 5563
1 Drum, Bass, 5561
1 Piano, 5565 (plays cymbals, glockenspiel or other musical instrument in the band)
1 Arranger, 5511 (plays any band instrument)
1 Instrument Repairman, 5581
1 Bandsman, Drum Major, 5511 (plays any band instrument)
1 Assistant Band Leader, 5519 (plays any band instrument)
1 Band Officer, 5502

3. Capabilities

a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 13 to 25 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 9 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 10 to 15 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 24 to 30 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security in FMF units.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10004 DIVISION BAND OF 73 PERSONS

1. Composition: Two 36 piece band units with exceptions noted.

Exceptions: Less one (1) Warrant Officer, 5502
Plus one (1) TSgt, 5581, Instrument Repairman, to repair musical instruments and band equipment.
Plus one (1) Sgt, 5511, arranger, to arrange music and play a musical instrument in the band.

One (1) Warrant Officer, 5502, to lead and/or supervise the leading of a band unit of 73 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Four (4) MSgt, 5519 and 5511 thru 5565, Bandsmen.
Two (2) 5519, to assist in the supervision and leading of the band, and play musical instruments when not engaged in these duties.
Two (2) 5511 thru 5565, to function as the Technical training NCOs, and play musical instruments in the band.

Five (5) TSgt, 5511 thru 5565, and 5581, Bandsmen and Instrument Repairman.
Two (2) TSgt, 5511 thru 5565 to function as the assistant technical training NCOs and play musical instruments in the bnad. These men to play reed instruments, if the MSgts, training NCOs, play brass instruments,or the reverse.
Two (2) to function as Drum Majors, who train and maneuver the band in all field formations. In addition, function as Police Sergeants, and play musical instruments in the band when not engaged in field formations.
One (1) 5581, Instrument Repairman, to repair musical instruments and band equipment.

Eight (8) SSgt, 5511 thru 5565, Bandsmen.
Two (2) to function as librarians and play musical instruments in the band.
Two (2) to function as storeroom keepers and play musical instruments in the band.
Four (4) to function as section leaders (brass, reed) in the band.

Twenty-one (21) Sgt 5511 thru 5565, Bandsman.
Fourteen (14) to function as section leaders (clarinet, trumpet, trombone, saxophone, French horn, percussion, and tuba) in the band.
Two (2), 5536, to play flutes in the band.
Two (2) to play musical instruments in the band and do additional duty as clerk typist.
Two (2) to play musical instruments in band.

One (1) 5511, arranger, to arrange musical selections and play a musical instrument in the band.

Twenty (20) Cpl, 5511 thru 5565, Bandsmen.
Twenty (20) to play musical instruments in the band.

Fourteen (14) Pfc/Pvt, 5511 thru 5565, Bandsmen.
Fourteen (14) to play musical instruments in the band.

2. Instrumentation (Two 36 piece band units)

2 Flute and Piccolo, 5536
16 Clarinet, 5534
4 Saxophone, Alto, Eb, 5537
2 Saxophone, Tenor, Bb, 5537
2 Saxophone, Baritone, Eb, 5537
12 Trumpet, 5541
6 French Horn, 5544
8 Trombone, 5546
2 Euphonium, 5543
4 Tuba and String Bass, 5547
4 Drum, Snare, 5563
2 Drum Bass, 5561
2 Piano, 5565 (plays cymbals, glockenspiel or other musical instrument in the band)
2 Bandsman, Drum Major, 5511 (plays any band instrument) (Not to be confused with Field Music, Drum Major, 5597)
2 Assistant Band Leader, 5519
1 Instrument Repairman, 5581
1 Arranger, 5511 (Arranges music and plays any band instrument)
1 Band Officer, 5502

3. Capabilities

a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 20 to 35 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 8 to 12 engagements per month, 1 to 2 hours per engagement (not counting preparations).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 30 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10005 BASIC DRUM AND BUGLE CORPS UNIT OF 25 PERSONS

1. Composition

One (1) MSgt, 5597, Field Music Drum Major to lead and train a Drum and Bugle Corps of 25 persons.

Two (2) TSgt, 5591/97 and 5593/97, Field Musics.
One (1) 5591/97 to function as Buglemaster, to lead the unit when necessary, to act as senior wind instrument instructor and plays a bugle in the unit.
One (1) 5593/97 to function as Drum-master, to lead the unit when necessary, to act as senior percussion instructor and plays a percussion instrument in the unit.

Three (3) SSgt 5591 and 5593, Field Musics.
One (1) 5591 to act as bugle section leader, police NCO, and plays a bugle in the unit.
One (1) 5591 to act as librarian storeroom keeper and plays a bugle in the unit.
One (1) 5593, to act as drum section leader, arranger, and plays a drum in the unit.

Four (4) Sgt, 5591 and 5593, Field Musics.
One (1) 5591 to act as soprano bugle section leader.
One (1) 5591 to play a bugle in the unit and do additional duty as clerk-typist.
One (1) 5593, to play a Scotch drum.
One (1) 5593, to play cymbals.

Six (6) Cpl, 5591 and 5593, Field Musics.
Four (4) 5591, to play bugles in the unit.
Two (2) 5593, to play percussion in the unit.

Nine (9) PFC/Pvt 5591 and 5593, Field Musics.
Seven (7) 5591, to play bugles in the unit.
Two (2) 5593, to play percussion instruments in the unit.

2. Instrumentation

6 Bugles, 1st Soprano, 5591
4 Bugles, 2d Soprano, 5591
2 Bugles, French Horn, 5591
2 Bugles, Baritone, 5591
2 Bugles, Bass-Baritone, 5591
3 Drums, Snare, 5593
2 Drums, Tenor, 5593
2 Drums, Scotch, 5593
1 Cymbals, 5593
1 Drum Major, 5597

3. Capabilities

a. Musical Duties

(1) Field Formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies).

(2) Training Participation.

(3) Publicity functions (radio, television, stage shows, off-base appearances).

(4) With, or in lieu of, a band for all of the above.

b. Military Duties

(1) Buglers to sound regulation calls and commands for garrison or FMF duty.

(2) Drummers to serve as messengers for the guard or for FMF units.

(3) Assist in local security.

(4) Function as perimeter and/or Command Post Guard.

(5) Assist in ship loading/unloading.

(6) Such other duties as the exigencies of the situation demand.

CHAPTER 20

CRITERIA FOR FIRST SERGEANTS-SERGEANTS MAJOR

20000 FIRST SERGEANTS

20001 SERGEANTS MAJOR

CHAPTER 20

CRITERIA FOR FIRST SERGEANTS-SERGEANTS MAJOR

20000 FIRST SERGEANTS

1. Company and Battery Headquarters, FMF	1	MOS appropriate to type unit 03, 08, etc.
2. Inspector-Instructor Staffs		
Special Infantry Cos	1	0098
Other reserve units with T/O strength less than 328	1	0098
3. Marine Detachments, Security Forces	1	0098

20001 SERGEANTS MAJOR

1. Battalion, Squadron, Regimental, and Group Hq, FMF	1	MOS appropriate to type unit 03, 08, etc.
2. Inspector-Instructor Staffs		
Reserve units with T/O strength of 328 or over	1	0099
3. Marine Barracks, Security Forces	1	0099

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000 MOS 0130 (OFFICER)

21001 MOS 0111

21002 MOS 0121

21003 MOS 0131

21004 MOS 0141

21005 MOS 0151

21006 MOS 0161

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000 MOS 0130 (OFFICER)

1. FMF

a. Battalion HQ - 1 Lt, Adjutant, authorized strength (Marine Corps) up to 599.
2 Lt, Adjutant and Asst Adjutant, authorized strength (Marine Corps) 600 and over.

b. Regimental HQ - 1 Capt, Adjutant
1 Lt, Asst Adjutant

2. Security Forces

a. Basic Criterion

1 LT/WO Adjutant authorized strength 201 and over.

b. Augmentation for Organizations administering Prisoners, Students, or Patients.

1 LT/WO personnel officer number administered (monthly average) 276 and over.

c. Augmentation for Organizations responsible for administering casuals.

FIGURE 21-1

Number casuals administered (Monthly Average)	Personnel Officers MAJOR	CAPT	LT/WO	TOTAL
Less than 50		NONE		0
50 - 500			1	1
501 - 1500			2	2
1501 - 3000		1	2	3
Over 3000	1	1	3	5

3. Post Offices

a. Postal Officers will be assigned to the Adjutants Section of only those units having a Class One Post Office (distributing and/or Fleet Post Offices) on the following basis:

FIGURE 21-2

Authorized Strength	MAJOR	CAPT	WO	TOTAL
0 - 10000			1	1
10001 - 15000		1	1	2
Over 15000	1		1	2

b. Two Warrant Officers will be assigned to Staffs of Corps and Force as Postal Inspectors.

21001 MOS 0111

1. Security Forces - Investigators will be assigned to activities requiring such personnel when justified to and approved by CMC.

21002 MOS 0121

1. Security Forces

Established legal section: 1 TSgt, legal clerk
1 Sgt, legal clerk (if transcribing-recording equipment has been issued to the organization)

21003 MOS 0131

1. FMF

Battalion Headquarters - 1 Sgt, Stenographer

2. Security Forces

a. 1 Sgt, Stenographer, for units with T/O strength of 100 or more having special court-martial convening authority and no legal section.

b. 1 Sgt, court recorder, for a legal section with no transcribing-recording equipment.

21004 MOS 0141

1. FMF

a. Company and Battery Headquarters

FIGURE 21-3

Authorized strength (Marine Corps)	Admin Chief	Administrative Man			
	SSGT	SGT	CPL	PVT	TOTAL
Less than 180	1		1		2
181 - 280	1		1	1	3
281 - 360	1	1	1	1	4
Over 360	1	1	1	2	5

b. Battalion Headquarters

FIGURE 21-4

Authorized Strength (Marine Corps)	Admin Chief TSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 600	1		2		3
600 - 1000	1	1	2		4
Over 1000	1	1	2	1	5

c. Regimental Headquarters

Admin Chief - TSGT 1

Admin Man - SGT 1
CPL 2
PVT 1

2. Security Forces

a. Basic Criterion

FIGURE 21-5

Authorized Strength	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 35		1					1
36 - 100		1			1		2
101 - 150		1		1		1	3
151 - 200		1		1	1	1	4
201 - 300		1		1	2	1	5
301 - 400		1		1	3	1	6
401 - 500	1			3	3	1	8
501 - 600	1		1	2	3	*2	9

* 1 additional authorized for each 60 man increase over 600.

b. Augmentation for geographically displaced guards or other units.

Unit of 35 - 100 1 Cpl Admin Man
Unit of 101 - 200 1 Sgt and 1 Pvt, Admin Man

c. Augmentation for organizations administering prisoners, students, or patients.

FIGURE 21-6

Number administered (Monthly Average)	Administrative Man TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 25						0
26 - 125				1		1
126 - 200			1		1	2
201 - 275			1		2	3
276 - 350	1		1	1	1	4
351 - 425	1		1	1	2	5
426 - 500	1	1	1	1	2*	6

* 1 additional authorized for each 75 processed above monthly average shown.

d. Augmentation for organizations responsible for administering casuals.

FIGURE 21-7

Number casuals administered (Monthly Average)	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 20			NONE				0
20 - 50					1		1*
200		1		1	1	1	4*
500	1		1	2	3	2	9*
1000	1	1	2	5	6	4	19*
1750	1	2	4	8	10	8	33*
2750	2	3	6	14	16	12	53*
4000	3	5	8	19	23	20	78*

* 1 additional authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

3. Inspector-Instructor Staffs

FIGURE 21-8

Reserve Unit T/O Strength	SSGT	SGT	TOTAL
All Special Inf Cos	1	1	2
75 - 168	1		1
169 - 327	1	1	2
Over 327	1	1	2

4. Commissioned Officer Messes

One Cpl Clerk Typist in administrative unit of COM serving an installation of over 220 officer load (USMC and USN).

5. Machine Records Installations

a. Basic Criterion

FIGURE 21-9

Total installation strength	Admin Clerk TSGT	Admin Clerk SSGT	Clerk Typist SGT	Clerk Typist CPL	Mail and File Clerk PVT	TOTAL
Less than 10			NONE			0
10 - 19			1			1
20 - 39		1		1		2
40 - 59		1	1	1		3
Over 59	1		1	1	1	4

b. Augmentation - 1 Cpl, personnel locator clerk, where MRI operates locator.

c. Augmentation - 1 Cpl, Clerk Typist, for installations over 19 personnel performing military personnel accounting.

6. Brigs

a. Security Force Criterion is applicable in the determination of 0141 billets for brigs located thereat.

b. For other activities operating a brig the following 0141 criteria is applicable:

FIGURE 21-10

Average Prisoner Population	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			NONE				0
21 - 50					1		1
51 - 100					1	1	2
101 - 200		1		1	1	1	4
201 - 300		1		1	1	3	6
301 - 400*	1		1	1	2	3	8
Over 400*	1		1	2	3	4	11

* Brig will be organized as a separate company and criteria includes personnel required for company administration.

21005 MOS 0151

1. FMF

Battalion Headquarters - 1 Sgt, Classification Clerk
Regimental Headquarters - 1 Sgt, Classification Clerk

2. Security Forces - In organizations responsible for administering casuals:

FIGURE 21-11

Number casuals administered (Monthly Average)	Classficiation Clerk SGT	CPL	TOTAL
0 - 400	NONE		0
401 - 1200	1		1
1201 - 2300	1	1	2
2301 - 3200	2	1	3
Over 3200	2	2	4

3. Inspector-Instructor Staffs

One (1) Sgt 0151 for reserve units with T/O strength of over 327.

21006 MOS 0161

1. Post Offices (assign to Adjutant's Section)

a. Basic Criteria - Postal Clerks

FIGURE 21-12

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
0 - 500				1	1		2
501 - 1000				1	1	1	3
1001 - 1500			1	1	1	1	4
1501 - 2000			1	1	1	2	5
2001 - 2500			1	1	2	2	6
2501 - 3000			1	1	2	3	7
3001 - 3500		1	1	1	2	3	8
3501 - 4000		1	1	1	2	4	9
4001 - 4500		1	1	1	3	4	10
4501 - 5000		1	1	1	3	5	11
5001 - 5500	1	1	1	1	3	5	12
5501 - 6000	1	1	1	2	3	5	13

b. Augmentation for commands with a strength over 6000.

One postal clerk for each succeeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower selected first.

FIGURE 21-13

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
10001 - 10500	1	1	2	3	5	10	22
15001 - 15500	1	1	3	5	8	14	32
20001 - 20500	1	1	4	7	11	18	42

c. Augmentation for post offices serving widely separated organizations, (as at Camp Pendleton), or serving subordinate organizations on detached duty away from the parent organization, (as at the 2nd Marine Division).

FIGURE 21-14

Strength	SSGT	SGT	CPL	TOTAL
Over 1000			1	1
Over 2500	1		1	2
Over 4500	1	1	1	3

d. Augmentation for Directory Service - When the postal unit is to perform directory service, additional personnel shall be assigned as follows:

(1) Non-FMF Units - For each 1000 personnel, or major fraction thereof, serviced. One postal clerk, rank distributed equally between sergeants and corporals.

(2) FMF Units - When directory service maintained - same as for Non-FMF. When only duplicate directory maintained - 1 Sgt, postal clerk, for each 4000 personnel served.

2. Security Forces - In organizations responsible for administering casuals (in addition to post offices as per above).

FIGURE 21-15

Number Casuals administered (Monthly Average)	Postal Clerk CPL
0 - 250	NONE
251 - 2000	1
2001 - 3200	2
Over 3200	3

CHAPTER 22

CRITERIA FOR OCCUPATIONAL FIELD 11, 13, AND 21

22000 MOS 1131

22001 MOS 1141

22002 MOS 1161

22003 MOS 1169

22004 MOS 1373

22005 MOS 1379

22006 MOS 2111

CHAPTER 22

CRITERIA FOR OCCUPATIONAL FIELD 11, 13, AND 21

22000 MOS 1131

1. Security Forces

FIGURE 22-1

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Plumber SGT	CPL	TOTAL
0 - 110		1*	1*
111 - 385		1	1
386 - 550	1	1	2
551 - 660	1	2	3

* Performs additional duty in security function.

22001 MOS 1141

1. Security Forces

FIGURE 22-2

1000 sq. ft. units floor space of all other type buildings plus 4 times floot space of quarters	Electrician SGT	CPL	TOTAL
0 - 165		1*	1*
166 - 330		1	1
331 - 660	1	1	2

* Performs additional duty in security function.

22002 MOS 1161

1. Security Forces

FIGURE 22-3

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Refrigeration Man SGT	CPL	TOTAL
0 - 330		1*	1*
331 - 440	1*		1*
441 - 660	1		1

* Performs additional duty in security function.

22003 MOS 1169

1. Security Forces

FIGURE 22-4

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Utilities Chief MSGT	TSGT	TOTAL
0 - 330		1	1
331 - 660	1		1

22004 MOS 1373

1. Security Forces

FIGURE 22-5

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Construction Man SGT	CPL	TOTAL
0 - 55	1*		1*
56 - 220	1		1
221 - 275	1	1	2
276 - 495	1	2	3
496 - 605	1	3	4
606 - 660	1	4	5

* Performs additional duty in security function.

2. Inspector-Instructor Staffs

	Construction Man CPL
Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq. ft. or 15,000 sq. ft. plus 2 acres or more of grounds	1
Joint Training Center with indoor MCR exclusive space in excess of 40,000 sq. ft. plus 5 acres or more of grounds	2
MCRTC with an indoor area in excess of 20,000 sq. ft. or 10,000 sq. ft. plus 2 acres or more of grounds	1
MCRTC with an indoor area in excess of 40,000 sq. ft.	2

22005 MOS 1379

1. Brigs operated by Marine Activities

FIGURE 22-6

Average Prisoner Population	Salvage yard and Repair Shop or Work Supervisors MSGT	TSGT	SSGT	TOTAL
Less than 100		NONE		0
100 - 200		1		1
201 - 300	1	1	1	3
301 - 400	1	2	2	5
Over 400	1	3	3	7

22006 MOS 2111

1. Security Forces

FIGURE 22-7

Authorized Strength	Infantry Weapons Armorer SSGT	SGT	CPL
0 - 50	1*		1**
51 - 100	1*		1
Over 100	1*	1	

* Only for units authorized field maintenance of small arms at organic rifle ranges.

** Additional duty as Police NCO.

2. Brigs operated by Marine Corps activities

FIGURE 22-8

Average Prisoner Population	Weapons Custodian CPL
Less than 100	NONE
Over 100	1

CHAPTER 25

CRITERIA FOR OCCUPATIONAL FIELD 30, 31, AND 32

25000 MOS 3010 (OFFICER)

25001 MOS 3011

25002 MOS 3041

25003 MOS 3049

25004 MOS 3051

35005 MOS 3061

25006 MOS 3121

25007 MOS 3202 (OFFICER)

25008 MOS 3261

CHAPTER 25

CRITERIA FOR OCCUPATIONAL FIELD 30, 31, AND 32

25000 MOS 3010 (OFFICER)

1. Security Forces

Marine Barracks commanded by Colonel - One Capt, Supply Officer

Marine Barracks commanded by LtColonel - One Lt, Supply Officer (only when CMC has management control)

25001 MOS 3011

1. Security Forces

a. Basic Criterion (Marine Corps or Navy Mess)

FIGURE 25-1

Authorized Strength	Unit Stockman CPL	PVT	TOTAL
51 - 100	1		1
101 - 600	1	1	2

b. Augmentation for unusual clothing issue activity

1 SGT, Unit Stockman

25002 MOS 3041

1. Security Forces

a. Basic Criterion

FIGURE 25-2

Authorized Strength	MarCorps Mess SSGT	SGT	CPL	Navy Mess SSGT	SGT	CPL
	Supply Administrative Clerk					
0 - 50		1		1		1
51 - 100		1		1	1	
101 - 200		1	1		1	1
201 - 300	1	1	1	1	1	1
301 - 500	1	2	1	1	2	1
501 - 600	1	2	2	1	2	2

b. Augmentation for unusual clothing activity

1 CPL, Supply Admin Clerk

2. Brigs operated by Marine Activities

FIGURE 25-3

Average Prisoner Population	Supply Administrative Clerk SSGT	SGT	CPL	PVT	TOTAL
0 - 50			NONE		0
51 - 100		1			1
101 - 200		1	1		2
201 - 300		1	1	1	3
301 - 400	1	1	1	1	4
Over 400	1	1	1	1	4

3. Machine Records Installations

Installations with a total of 60 or more personnel - 1 CPL, Supply Clerk

4. Inspector-Instructor Staffs

a. One (1) Sgt for each Separate Reserve Company and each Reserve Battalion.

b. Consolidated and centralized clothing issue sites - One (1) Sgt per site serving some reserve units of a MCR&RD. Three (3) Sgt per site serving an entire MCR&RD.

25003 MOS 3049

1. Security Forces

FIGURE 25-4

Authorized Strength	MarCorps Mess Supply Administrative Clerk MSGT	TSGT	Navy Mess MSGT	TSGT
0 - 100		1	NONE	
101 - 200	1			1
201 - 400	1		1	
401 - 600	1	1	1	1

2. Inspector-Instructor Staffs

	MSGT	TSGT
Separate Reserve Company	*	1
Reserve Battalion	1	

* Where justification exists that a company's account is beyond the normal capability of a TSgt to handle, a MSgt billet may be established in lieu thereof.

25004 MOS 3051

1. Security Forces

For unusual activity in Shipping and Receiving of Household Effects or Government Property - 1 CPL, Warehouseman

25005 MOS 3061

1. Security Forces

Marine Corps Messes only - 1 CPL, Commissary Supply Clerk

2. Brigs maintaining own mess

FIGURE 25-5

	Commissary Supply Clerk		
Aggregate Mess Load	SGT	CPL	TOTAL
Less than 400		1	1
400 - 600	1		1
Over 600	1	1	2

25006 MOS 3121

1. Security Forces

For unusual activity in Shipping and Receiving of Household Effects or Government Property - 1 SSGT, Freight Transportation Clerk

25007 MOS 3202 (OFFICER)

1. Security Forces operating laundries

1 LT, Officer in Charge

25008 MOS 3261

1. Security Forces operating laundries

1 MSGT, Laundry Chief

CHAPTER 27

CRITERIA FOR OCCUPATIONAL FIELD 33

27000 MOS 3302 (OFFICER)

27001 MOS 3310 (OFFICER)

27002 MOS 3311

27003 MOS 3349

27004 MOS 3361

27005 MOS 3371

CHAPTER 27

CRITERIA FOR OCCUPATIONAL FIELD 33

27000 MOS 3302 (OFFICER)

1. All activities except Security Forces.

a. Activities having a Consolidated Mess System.

(1) Marine Corps Air Stations to which a Marine Air Wing is attached will have one Mess Administrator.

(2) Other systems will have one Food Services Inspector and one Mess Administrator. If there is sufficient justification, there may be one Assistant Mess Administrator.

b. All other activities.

(1) One Mess Administrator for activities serving over 350 rations daily.

c. Additional assignments.

(1) Marine Corps Supply School, Camp Lejeune	4
Food Services Inspector	(2)
Mess Administrator	(2)
(2) Supply Department,	
Headquarters Marine Corps	1
Food Services Inspector	(1)
(3) Food Demonstration Teams,	
East and West Coast	2
Food Services Inspector	(2)

27001 MOS 3310 (OFFICER)

1 Warrent Officer for each Marine Corps Base, Marine Corps Recruit Depot, and Marine Corps Schools.

27002 MOS 3311

1. FMF

a. Ground

Bakery Platoon - 1 for every 360 personnel served.

b. Air

FIGURE 27-1

T/O Strength of Marine Air Group	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Less than 1140	3			1	1	1	
1141 - 1465	4			1	1	2	
1466 - 1790	5		1		1	2	1
1791 - 2115	6		1	1	1	2	1
2116 - 2440	7	1		1	2	2	1
2441 - 2765	8	1	1	1	2	2	1
Over 2765	9	1	1	1	2	2	2

2. Security Forces (Marine Corps mess only)

FIGURE 27-2

Average Number Marine Rations Served	TOTAL	SGT	CPL
Less than 145	0	NONE	
146 - 215	1		1
216 - 355	1	1	
356 - 500	2	1	1

3. Non-FMF

a. Activities having a Central Bakery.

FIGURE 27-3

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Up to - 2000	7		1	1	2	2	1
2001 - 2665	8		1	1	2	3	1
2666 - 3330	9		1	2	2	3	1
3331 - 3995	10		1	2	2	3	2
3996 - 4660	11		1	2	3	3	2
4661 - 5325	12		1	2	3	4	2
5326 - 5990	13		1	2	4	4	2
5991 - 6685	14	1		3	4	4	2
6686 - 7380	15	1		3	4	5	2
7381 - 8075	16	1		3	5	5	2
8076 - 8770	17	1		3	5	5	3
8771 - 9465	18	1	1	3	5	5	3
9466 - 10160	19	1	1	3	5	6	3
10161 - 10855	20	1	1	3	6	6	3
10856 - 11550	21	1	1	4	6	6	3

FIGURE 27-3 (cont'd)

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
11551 - 12245	22	1	1	4	6	7	3
12246 - 12940	23	1	1	4	7	7	3
12941 - 13635	24	1	1	4	7	8	3
13636 - 14330	25	1	1	4	7	8	4
14331 - 15025	26	1	1	4	8	8	4
15026 - 15930	27	1	1	4	8	9	4
15931 - 16835	28	2	1	4	8	9	4
16836 - 17740	29	2	1	4	9	9	4
17741 - 18645	30	2	2	4	9	9	4
18646 - 19550	31	2	2	4	9	10	4
19551 - 20455	32	2	2	5	9	10	4
20456 - 21360	33	2	2	5	10	10	4
21361 - 22265	34	2	2	5	10	11	4
22266 - 23170	35	2	2	5	10	11	5
23171 - 24075	36	2	2	5	10	12	5
24076 - 24980	37	2	2	5	11	12	5
24981 - 26645	38	2	2	5	11	13	5
26646 - 28310	39	2	2	5	11	14	5
28311 - 29975	40	2	2	5	12	14	5
29976 - 31640	41	2	2	6	12	14	5
31641 - 33305	42	2	2	6	12	15	5
33306 - 34970	43	2	2	6	12	15	6
34971 - 36635	44	2	2	6	13	15	6
36636 - 38300	45	2	2	7	13	15	6
38301 - 40000	46	2	2	7	13	16	6

b. Other Activities

FIGURE 27-4

Average Number Rations Served Daily	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 146			NONE				0
146 - 215					1		1
216 - 355				1			1
356 - 590				1	1		2
591 - 1245			1	1	1		3
1246 - 1515			1	1	2		4
1516 - 2055		1	1	1	1		4
2056 - 2415	1		1	1	2		5
2416 - 2865	1		1	1	2	1	6
2866 - 3315	1		1	2	2	1	7
3316 - 4215	1	1	1	2	2	2	9
4216 - 5115	1	1	1	2	3	2	10

27003 MOS 3349

1. All messes except Security Forces

1 MSGT for messes serving 951 - 4215 rations daily

1 MSGT for messes serving over 4215 rations daily

27004 MOS 3361

1. Non-FMF

a. Central Butcher Shop

FIGURE 27-5

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Up to 3000	6		1	1	1	2	1
3001 - 3500	7		1	1	2	2	1
3501 - 4000	8		1	1	2	3	1
4001 - 4500	9		1	1	3	3	1
4501 - 5000	10	1	1	1	3	3	1
5001 - 5625	11	1	1	1	3	4	1
5626 - 6250	12	1	1	2	3	4	1
6251 - 6875	13	1	1	2	4	4	1
6876 - 7500	14	1	1	2	4	5	1
7501 - 8125	15	1	1	2	4	5	2
8126 - 8750	16	1	1	2	5	5	2
8751 - 9375	17	1	1	2	5	6	2
9376 - 10000	18	1	1	3	5	6	2
10001 - 10910	19	1	1	3	6	6	2
10911 - 11820	20	1	1	3	6	7	2
11821 - 12730	21	1	1	3	7	7	2
12731 - 13640	22	1	1	4	7	7	2
13641 - 14550	23	1	1	4	7	7	3
14551 - 15460	24	1	1	4	7	8	3
15461 - 16370	25	1	1	4	8	8	3
16371 - 17280	26	1	1	4	8	9	3
17281 - 18190	27	1	1	4	9	9	3
18191 - 19100	28	1	1	4	9	9	4
19101 - 20010	29	1	1	5	9	9	4
20011 - 22232	30	1	1	5	9	10	4

FIGURE 27-5 (cont'd)

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
22233 - 24454	31	1	1	5	10	10	4
24455 - 26676	32	1	1	6	10	10	4
26677 - 28898	33	1	1	6	10	11	4
28899 - 31120	34	1	1	6	10	11	5
31121 - 33342	35	1	1	7	10	11	5
33343 - 35564	36	1	1	7	10	12	5
35565 - 37786	37	1	1	7	11	12	5
37787 - 40000	38	1	1	8	11	12	5

b. Other Messes

FIGURE 27-6

Average Number Rations Served Daily	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 286			NONE				0
286 - 500				1			1
501 - 860			1	1			2
861 - 1245			1	1	1		3
1246 - 2055			1	1	2		4
2056 - 2415		1		1	2	1	5
2416 - 2865		1	1	1	2	1	6
2866 - 3315	1		1	1	2	1	6
3316 - 4215	1		1	2	2	2	8
4216 - 5115	1	1	1	2	3	2	10

27005 MOS 3371

1. Security Forces

FIGURE 27-7

Average Number Marine Rations Served Monthly	TOTAL	Cooks MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT
1 - 75	3			1*	1*	1	
76 - 145	4			1*	1	1	1
146 - 215	5		1*		1	2	1
216 - 285	6		1	1	1	2	1
286 - 355	7		1	1	2	2	1
356 - 425	8	1		1	2	3	1
426 - 500	9	1		2	2	3	1

* Marine Corps mess only.

2. All other messes

FIGURE 27-8

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
1 - 75	3			1	1	1	
76 - 145	5			1	1	2	1
146 - 215	5		1		1	2	1
216 - 285	6		1	1	1	2	1
286 - 355	7		1	1	2	2	1
356 - 425	8	1		1	2	3	1
426 - 500	9	1		2	2	3	1
501 - 590	10	1		2	3	3	1
591 - 680	11	1		2	3	4	1
681 - 770	13	1	1	2	3	4	2
771 - 860	14	1	1	2	3	5	2
861 - 950	15	1	1	2	4	5	2
951 - 1040	16		1	2	4	7	2
1041 - 1245	18		1	2	4	9	2
1246 - 1515	20		1	2	5	9	3
1516 - 1785	23		1	3	6	10	3
1786 - 2055	26	1	2	3	6	11	3
2056 - 2415	30	1	2	3	6	14	4
2416 - 2865	35	1	2	4	8	16	4
2866 - 3315	39	1	2	5	9	17	5
3316 - 4215	46	1	3	6	10	20	6
4216 - 5115	54	1	3	8	11	24	7

CHAPTER 28

CRITERIA FOR OCCUPATIONAL FIELD 34 AND 35

28000 MOS 3402 (OFFICER)

28001 MOS 3411

28002 MOS 3431

28003 MOS 3441

28004 MOS 3516

28005 MOS 3531

CHAPTER 28

CRITERIA FOR OCCUPATIONAL FIELD 34 AND 35

28000 MOS 3402 (OFFICER)

1. Security Forces

FIGURE 28-1

Number pay, fiscal and voucher clerks	CAPT	LT/WO	TOTAL
0 - 10		1	1
11 - 20	1	1	2
Over 20	1	2	3

28001 MOS 3411

1. Security Forces

a. One (1) pay clerk for 250 active duty officer pay accounts or major fraction thereof.

b. One (1) pay clerk for 325 active duty enlisted pay accounts or major fraction thereof.

c. One (1) pay clerk for 633 organized reserve accounts or major fraction thereof.

28002 MOS 3431

1. Security Forces

a. One (1) voucher clerk (MOS 3431) for 150 travel vouchers paid or major fraction thereof.

28003 MOS 3441

1. Security Forces

a. One (1) voucher clerk (3441) for 200 public vouchers paid or major fraction thereof.

NOTE: Rank structure for Security Force disbursing clerks regardless of MOS is a follows:

MSGT - 8%
TSGT - 8%
SSGT - 11%
SGT - 19%
CPL - 24%
PVT - 30%

28004 MOS 3516

1. Security Forces

Automotive Maintenance personnel will not be provided.

28005 MOS 3531

1. Security Forces

Where CMC does not have management control - 1 Pvt, Motor Vehicle Operator

Where CMC does have management control - 1 Cpl and 1 Pvt, Motor Vehicle Operator

These allowances may be increased where separate security detachments must be supplied from main barracks.

2. Brigs operated by Marine Corps Activities

FIGURE 28-2

Average Prisoner Population	Motor Vehicle Operators
Less than 100	NONE
100 - 200	2
201 - 400	3
Over 400	4

3. Fire Departments

There will be two (2) truck drivers for each engine company. Rank distribution will be as follows:

SGT - 15%
CPL - 35%
PVT - 50%

CHAPTER 30

CRITERIA FOR OCCUPATIONAL FIELD 36

30000 MOS 3611

30001 MOS 3613

30002 MOS 3619

CHAPTER 30

CRITERIA FOR OCCUPATIONAL FIELD 36

30000 MOS 3611

1. Commissioned Officer Messes

FIGURE 30-1

Steward Cook

Average Number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 40	1		1		2
41 - 70		1	1		2
71 - 100		1	1	1	3
101 - 130	1		2	1	4
131 - 165	1		3	1	5
166 - 200	1	1	3	1	6
201 - 235	1	2	3	1	7
236 - 270	1	2	3	2	8
271 - 310	1	2	4	2	9
311 - 350	1	2	5	2	10
351 - 400	1	3	5	2	11
401 - 450	1	3	5	3	12
451 - 500	2	3	5	3	13

2. Staff Messes

3. General Officer Quarters

4. Carrier Squadron Messes

30001 MOS 3613

1. Commissioned Officer Messes

a. Steward Attendant (MESS)

FIGURE 30-2

Average Number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 25		1		1	2
26 - 50		1		2	3
51 - 75		1	1	2	4
76 - 100		1	1	3	5
101 - 125		1	2	3	6
126 - 150		1	2	4	7
151 - 175	1	1	2	4	8
176 - 200	1	1	2	5	9
201 - 240	1	1	3	5	10
241 - 280	1	2	3	5	11
281 - 320	1	2	3	6	12
321 - 360	1	2	3	7	13
361 - 400	1	2	3	8	14
401 - 450	1	2	4	9	15
451 - 500	1	2		9	16

b. Steward Attendnat (BOQ)

FIGURE 30-3

Average Number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			1		1
21 - 40			1	1	2
41 - 60		1		2	3
61 - 80		1		3	4
81 - 100		1	1	3	5
101 - 120		1	1	4	6
121 - 140		1	1	5	7
141 - 160		1	1	6	8
161 - 180		1	1	7	9
181 - 200		1	2	7	10
201 - 220		1	2	8	11
221 - 240		1	2	9	12
241 - 260		1	3	9	13
261 - 280		1	3	10	14
281 - 300		1	3	11	15

FIGURE 30-3 (cont'd)

Average Number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
301 - 320		1	3	12	16
321 - 340		1	3	13	17
341 - 360	1	1	3	13	18
361 - 380	1	1	3	14	19
381 - 400	1	1	3	15	20
401 - 420	1	1	3	16	21
421 - 440	1	1	4	16	22
441 - 460	1	1	4	17	23
461 - 480	1	1	4	18	24
481 - 500	1	1	4	19	25
501 - 520	1	2	4	19	26
521 - 540	1	2	4	20	27
541 - 560	1	2	4	21	28
561 - 580	1	2	4	22	29
581 - 600	1	2	5	22	30
601 - 620	1	2	5	23	31
621 - 640	1	2	5	24	32
641 - 660	1	2	5	25	33
661 - 680	1	2	5	26	34
681 - 700	1	2	5	27	35

2. Staff Messes

3. General Officer's Quarters

4. Carrier Squadron Messes

30002 MOS 3619

1. Commissioned Officer Messes

FIGURE 30-4

Steward Chief

Average Number of meals served daily	MSGT	TSGT	TOTAL
0 - 40	NONE		0
41 - 100		1	1
101 - 190	1		1
191 - 340	1	1	2
341 - 440	1	2	3
441 Above	2	2	4

2. General Officer's Quarters

CHAPTER 31

CRITERIA FOR OCCUPATIONAL FIELD 40

31000 MOS 4002 (OFFICER)

31001 MOS 4011

31002 MOS 4013

31003 MOS 4029

CHAPTER 31

CRITERIA FOR OCCUPATIONAL FIELD 40

31000 MOS 4002 (OFFICER)

1. Machine Records Installations

FIGURE 31-1

Machine Accounting Officer

Machine Records Installation performing services of a complexity and volume to require a total of 10 to 19 personnel (Military and Civilian)	1 OinC (Lt)
Machine Records Installation performing services of a complexity and volume to require a total of 20 to 39 personnel (Military and Civilian)	1 OinC (Capt) 1 MAO (Lt/WO)
Machine Records Installation performing services of a complexity and volume to require a total of 40 to 59 personnel (Military and Civilian)	1 OinC (Maj) 2 MAO (Lt/WO)
Machine Records Installation performing services of a complexity and volume to require a total of 60 or more personnel (Military and Civilian)	1 OinC (LtCol) 3 MAO (Capt, Lt/WO)

31001 MOS 4011

1. Machine Records Installations

a. 1.15 EAM operators per machine per authorized work shift.

b. 1.20 EAM operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution will normally adhere to the ratio of:

SGT:CPL:PFC/PVT = 2:3:3

d. Where civilians are employed, military personnel will comprise at least 50% of the operators.

31002 MOS 4013

1. Machine Records Installations

a. 1.15 key-punch operators per machine per authorized work shift.

b. 1.20 key-punch operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution of Key Punch operators will normally adhere to the ratio of:

SGT:CPL:PFC/PVT = 1:2:3

31003 MOS 4029

1. Machine Records Installations

a. One MSGT, Machine Accountant, as Installation Chief for each Machine Accounting Organization.

b. Accounting Supervisory Personnel.

Machine Accountant - MSGT and TSGT

Machine Accounting Organizations whose mission includes operation of the following mechanized accounting systems normally require one or more Accounting Supervisors for each system. The number will depend on complexity; stage of implementation; and number of reports to be prepared, procedures to be developed and files to be maintained. Normally, the rank distribution within each system will be based on a MSgt/TSgt ratio of 1:2. Where the number required in a particular system is less than 3, which would not permit applying the above ratio, the rank of TSgt will be used.

SUPPLY (Stock and Property)
PERSONNEL (Military-Active and Inactive; and Civilian)
DISBURSING
FISCAL
MANUFACTURING AND REPAIR PRODUCTION CONTROL
JOB ORDER AND COST DISTRIBUTION

Where civilians are used, military personnel will comprise at least 50% of the accounting supervisors.

c. Operator Supervisory Personnel.

Machine Accountant - MSGT, TSGT, and SSGT

Each Machine Accounting Organization requires one MSgt or TSgt as Machine Unit Supervisor to coordinate and provide overall supervision of the various operator groups within that unit. Rank is determined by the number of operators authorized:

20 operators or less---------- 1 TSGT
More than 20 operators---------- 1 MSGT

First line operator supervisors (SSgt) are required in the proportion of one (1) supervisor for each eight (8) operators.

Where civilian operators are used, no more than 50% of the EAM operator supervisors will be civilian.

CHAPTER 32

CRITERIA FOR OCCUPATIONAL FIELD 41

32000 MOS 4111

32001 MOS 4131

CHAPTER 32

CRITERIA FOR OCCUPATIONAL FIELD 41

32000 MOS 4111

1. Commissioned Officer Mess Sections

FIGURE 32-1

Station Officer Load (USMC plus USN)	Bookkeeper SSGT	SGT	CPL	TOTAL
Less than 120	1			1
120 - 220			1	1
221 - 800		1		1
801 - 1800	1			1
Over 1800	1		1	2

32001 MOS 4131

1. Security Forces

When an approved exchange is operated by the command, the following personnel are authorized:

FIGURE 32-2

Authorized Strength	Exchange Man TSGT	SSGT	SGT	CPL	PVT/PFC	TOTAL
0 - 80			1	1*		2
81 - 180		1	1	1*		3
181 - 300	1		1	1	1*	4
301 - 450	1		1	1	2*	5
451 - 600	1	1	1	1	2*	6

* Additional duty for authorized projectionist if provided.

NOTE: One additional Cpl (4131) will be authorized for each branch in addition to the central post exchange.

CHAPTER 34

CRITERIA FOR OCCUPATIONAL FIELD 55

34000 MOS 5502 (OFFICER)

34001 MOS 5511 - 5565

34002 MOS 5581

34003 MOS 5591

34004 MOS 5591 - 5597

CHAPTER 34

CRITERIA FOR OCCUPATIONAL FIELD 55

34000 MOS 5502 (OFFICER)

1. All Marine Corps Fields Bands

One Warrant Officer for each:

Basic Band Unit of 36
Basic Band Unit of 48
Division Band of 73

34001 MOS 5511 - 5565

1. Marine Corps Field Bands

a. Rank Breakdown

FIGURE 34-1

	Assistant Band Leader	MSGT	Bandsmen MSGT	TSGT	SSGT	SGT	CPL	PVT
Basic Band Unit of 36	1		1	2	4	10	10	7
Basic Band Unit of 48	1		1	2	7	13	14	8
Division Band of 73	2		2	4	8	21	20	14

b. Job Breakdown

FIGURE 34-2

	Asst Band Leader	Bandsman General	Clarinet	Flute & Piccolo	Saxo-phone	Coronet Trumpet	Baritone Euphonium
Band of 36	1	1	8	1	4	6	1
Band of 48	1	2	10	1	4	8	2
Band of 73	2	3	16	2	8	12	2

	French Horn Mellophone	Trombone	Tuba String Bass	Bass Drum	Snare Drum	Piano
Band of 36	3	4	2	1	2	1
Band of 48	4	5	3	1	4	1
Band of 73	6	8	4	2	4	2

c. The various possible combinations of ranks and jobs are not prescribed.

34002 MOS 5581

1. Marine Corps Field Bands

FIGURE 34-3

	Instrument Repairman TSGT
Basic Band Unit of 36	NONE
Basic Band Unit of 48	1
Basic Band Unit of 73	1

34003 MOS 5591

1. Security Forces

Two Cpl/Pvt, Field Music Buglers, for barracks of 100 or more. They will count as supernumeraries in the computation of total supernumerary requirements.

34004 MOS 5591 - 5597

1. Basic Drum and Bugle Corps of 25

FIGURE 34-4

Rank Breakdown	Job Breakdown
1 MSGT	1 Drum Major
2 TSGT	16 Buglers
3 SSGT	7 Drummers
4 SGT	1 Cymbalier
6 CPL	
9 PFC/PVT	

CHAPTER 35

CRITERIA FOR OCCUPATIONAL FIELD 81 - 99

35000 MOS 8131

35001 MOS 8151

35002 MOS 8231

35003 MOS 8251

35004 MOS 8311

35005 MOS 8811

35006 MOS 8911

35007 MOS 8921

35008 MOS 8941

35009 MOS 8951

35010 MOS 9910 (OFFICER)

CHAPTER 35

CRITERIA FOR OCCUPATIONAL FIELD 81 - 99

35000 MOS 8131

1. Brigs

FIGURE 35-1

Average Prisoner Population	Brig Wardens MSGT	TSGT	TOTAL
0 - 20		NONE	0
21 - 200		1	1
Over 200	1		1

35001 MOS 8151

1. Guard Sections (universal including Security Forces)

a. Six privates, guards, per 24 hour guard post. For guard posts less than 24 hours:

FIGURE 35-2

Number hours manned per guard post	Number Privates per post
Less than 4	0
4 - 5	1
6 - 9	2
10 - 13	3
14 - 17	4
18 - 21	5
22 - 24	6

b. Six Corporals, Corporal of the Guard, per guard.

c. Three Sergeants, Sergeant of the Guard, per guard.

d. Guard Chief/Training NCO:

Rank	Guard Section Strength
SSGT	1 - 25
TSGT	26 - 75
MSGT	Over 75

NOTE: Guard sections with a strength of 50 or more will be provided a SSgt, Guard NCO, in addition to the allowances provided above.

2. Security Forces

a. For sentries, guards, corporals and sergeants of the guard, and guard chiefs, see 1. above.

b. Messmen

Marine Corps Mess

1 Pvt per 20 rations served in family style mess.

1 Pvt per 30 rations served in cafeteria style mess.

Navy Mess

1 Pvt per 30 Marine rations served.

3. Brigs

a. Wardens and Turnkeys

FIGURE 35-3

Average Prisoner Population	Brig Wardens SSGT (8151)	SGT (8151)	SGT (8151)	Turnkeys CPL (8151)	PVT (8151)	TOTAL
0 - 5					6*	0 or 6
6 - 20	1			3*	3*	1 or 7
21 - 50			6**	6		6
51 - 100	3			6		9
101 - 200	3		3	6		12
201 - 300	3		6	6		15
301 - 400	3		9	3		15
Over 400	3	3	12			18

No additional guard NCO's other than wardens and turnkeys as provided above will be authorized.

* Unless it is established that physical location of facilities do not permit, this job should be additional duty for the corporal of the guard or some other guard member. Otherwise personnel are to be assigned as indicated.

** To be used in place of Corporals only when guard of day cannot be organized to include Sergeant of the guard supervision over the brig.

b. Sentries

Six sentries (PFC/PVT) are to be assigned per regularly established 24 hour guard post other than turnkey in the brig.

c. Senior Chaser

Average Prisoner Population	SGT
Less than 100	NONE
100 - 200	1
201 - 300	2
301 - 400	3
Over 400	4

d. Prisoner Chaser

(1) All brigs - For administrative details of the brig:

Average Prisoner Population	
0 - 100	One chaser (PFC/Pvt) for every 10 prisoners or major fraction thereof.
101 - 400	Ten chasers for the first 100 prisoners and one chaser (PFC/Pvt) for every 20 prisoners thereafter or major fraction thereof.
Over 400	Twenty-five chasers for the first 400 prisoners and one chaser (PFC/Pvt) for every 40 prisoners thereafter.

(2) Additional chasers for work details outside the brig at Marine Corps Bases, Depots, Air Stations, and Supply Activities. One chaser (PFC/Pvt) for every 25 prisoners or major fraction thereof.

e. Supernumeraries PFC/Pvts

(1) Marine Security Forces - to be computed in total for Marine Barracks, see Security Force Criteria.

(2) Other activities - 10% of brig section guard personnel.

35002 MOS 8231

1. Marine Corps operated brigs

FIGURE 35-4

Average Prisoner Population	Library and School NCO SGT	CPL	TOTAL
0 - 200	NONE		0
201 - 400		1	1
Over 400	1	1	2

35003 MOS 8251

1. Machine Records Installations performing personnel accounting

One Master Sergeant (Experienced Analyst) as Chief Personnel Accounting Analyst.

One Technical Sergeant (Experienced Analyst) for each eight (8) processing Analysts, or major portion thereof, over four (4) as Personnel Accounting Analyst Supervisor.

	Personnel Accounting Analysts
Installation serving FMF Organizations----------	1 SSgt/Sgt per 2,500 personnel (Chg and Non-Chg) in accounting jurisdiction.
Installation serving Casual, I&I Staff, Training and Transient Center type Organizations----------	1 SSgt/Sgt per 1,500 personnel (Chg and Non-Chg) in accounting jurisdiction.
Installation serving Barracks and Security Force type Commands, Flag and Staff Allowances, Recruit Depots (Permanent Personnel) and Ships Detachments----------	1 SSgt/Sgt per 3,000 personnel (Chg and Non-Chg) in accounting jurisdiction.
Installation serving Volunteer and Organized Reserve Accounts----------	1 SSgt/Sgt per 10,000 Volunteer Personnel in accounting jurisdiction. 1 SSgt/Sgt per 3,000 Organized Personnel in accounting jurisdiction.
Installation performing personnel accounting for Recruits----------	1 SSgt/Sgt per 5,000 Recruits in accounting jurisdiction.

35004 MOS 8311

1. Security Forces

One 35MM projectionist if the unit operates its own movie. May be assigned additional duty as exchange man.

1. Fire Departments

a. Class A Fire Protection

FIGURE 35-5

Number of Pumpers	Estimated Fire Flow	Fire Chief	Assistant Fire Chief	Supervisor	Fire Fighter	Total
1	1000 - 2000 gpm	1		2	8	11
2	2000 - 3500 gpm	1	2	4	16	23
3	3500 - 4500 gpm	1	2	6	24	33
4	4500 - 5500 gpm	1	2	8	32	43*

* For each additional pumper add 2 supervisors and 8 fire fighters.

(1) Augmentations

(a) For those companies serving closely built high value industrial districts and areas containing large buildings, the construction and occupancy of which constitutes a high life hazard, the above requirements for each unit will be increased by two (2) fire fighters.

(b) Activities having 3 or more fire stations shall have 3 fire alarm operators in addition to the above personnel.

(c) Where military personnel are used exclusively as full time structural fire fighters, the above allowances for each company will be increased by three (3) fire fighters. The rank structure will be as follows:

MSGT - 1%
TSGT - 3%
SSGT - 10%
SGT - 15%
CPL - 21%
PVT - 50%

b. Class C Fire Protection

There will be one (1) fire fighter supervisor on duty at all times with sufficient other men, on a volunteer brigade basis, to man the required equipment, available on call and for regular weekly drill periods.

35006 MOS 8911

1. Security Forces

One Sgt, Police NCO, for barracks or detachments over 50. The infantry weapons armorer performs additional duty as police NCO in barracks or detachments of 50 or less.

2. Marine Corps operated brigs

FIGURE 35-6

Average Prisoner Population	Police NCO SGT
0 - 200	NONE
Over 200	1

35007 MOS 8921

1. Security Forces

No separate Athletic and Recreation Assistant billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35 MM projectionist or Police NCO.

35008 MOS 8941

1. Security Forces

Barber billets will not be established in Non-FMF activities unless inaccessability of civilian barber facilities or inability to procure civilian barbers can be justified. Barber billets justified in accordance with the above will be authorized one per 160 men.

35009 MOS 8951

1. Security Forces

Cpl, Chauffeur-Orderly

2 each - Commandants Naval Districts and River Commands
Commanders Sea Frontiers
Overseas Area Commanders
Chief of Naval Air Training
(Even if any of the above flags are combined no more than 2 billets are authorized)

1 each - President Naval War College
Flag rank commanders of shore activities who exercise immediate military command over Marine Security Forces

35010 MOS 9910 (OFFICER)

1. Security Forces

a. Commanding Officers

(1) Marine Barracks (Naval Air Station)

0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

(2) Other Marine Barracks

0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel

(3) District Marine Officers - Colonel

b. Executive Officers

One rank lower than Commanding Officer.

c. Guard Officers

(1) Guard Detachments

1 Lt. for each guard section or separate detachment with 35 or more guard personnel (not including brig).

1 Captain, Officer in Charge, in addition to Lt. Guard Officer for guard section or separate detachments of 75 or more personnel (not including brig).

(2) Guard Companies and Platoons

(a) Whenever a Marine Barracks has two or more guard units which have 75 or more guard personnel each, these units will be organized as guard companies with 1 Captain, Company Commander each.

(b) Whenever a Guard Company has two or more sub-units which have 35 or more guard personnel each, the sub-units will be organized as guard platoons with 1 Lieutenant, platoon commander each.

d. Legal Officers

1 Lt for each established legal section.

e. Exchange Officers

1 Lt/WO for each established exchange at barracks with an authorized strength over 300.

2. Brigs

a. Where an activity operates a brig:

FIGURE 35-7

Average Prisoner Population	Brig Officer and Executive Officer MAJ	CAPT	LT	Asst Brig Officer LT or WO
Less than 30	NONE (additional duty assignment to an officer of operating activity)			
30 - 200			1	
201 - 400		1		1
Over 400	1	1		2

One additional assistant brig officer, also a member of the operating command, should be provided for each additional separate branch brig with an average prisoner population exceeding 30 where facilities are not in the proximity of another branch or main brig.

b. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine Officer supervision over Marine Security Guards will however be provided when the number of Marine guards exceeds 30.

3. Commissioned Officer Messes

a. Administrative Unit

FIGURE 35-8

Station Officer Load (USMC & USN)	Billet Designator (9910) MAJ	CAPT	LT
Less than 120	Additional duty basis only		
120 - 220			1 OinC & Treas
221 - 800		1 OinC	1 Treas
801 - 1800	1 OinC		2 Treas
Over 1800	1 OinC	1 Treas	1 Asst Treas
		1 Open Mess	1 BOQ officer where numerous BOQ's are widely dispersed.

NOTE: Officer in Charge billet is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit.

b. Closed Mess Unit

The mess officer will be assigned on an additional duty basis.

c. BOQ Unit

The BOQ officer will be assigned to individual BOQ areas on an additional duty basis.

CHAPTER 36

RANK STRUCTURE

36000 INTRODUCTION

36001 MOS 0161

36002 OCCUPATIONAL FIELD 33

36003 OCCUPATIONAL FIELD 36

CHAPTER 36

RANK STRUCTURE

36000 INTRODUCTION

1. Marine Corps-wide application of the criteria in this manual results in the rank structures contained in subsequent tables. Individual commands' rank structure will not, however, necessarily resemble those shown in this chapter.

36001 MOS 0161

FIGURE 36-1

MSGT	2.8%
TSGT	3.2%
SSGT	7.3%
SGT	28.1%
CPL	35.0%
PVT	23.6%

36002 OCCUPATIONAL FIELD 33

FIGURE 36-2

3311		3361		3371	
MSGT*	5.6%	MSGT*	6.9%	MSGT*	3.8%
TSGT	6.6%	TSGT	9.8%	TSGT	8.7%
SSGT	12.2%	SSGT	15.5%	SSGT	14.5%
SGT	28.3%	SGT	25.9%	SGT	22.8%
CPL	36.3%	CPL	32.1%	CPL	34.9%

FIGURE 36-2 (cont'd)

3311	3361	3371
PVT	PVT	PVT
11.0%	9.8%	5.3%

* Includes a proportionate share of Food Service Technicians (MOS 3349)

36003 OCCUPATIONAL FIELD 36

FIGURE 36-3

MSGT 3619
3.3%

TSGT 3619
6.8%

SSGT 3611 6.2%	SSGT 3613 6.4%
SGT 3611 6.2%	SGT 3613 11.3%
CPL 3611 6.7%	CPL 3613 16.6%
PVT 3611 9.3%	PVT 3613 27.6%

A03D

PERSONNEL REQUIREMENTS CRITERIA MANUAL
U. S. MARINE CORPS
NAVMC 1130-A01

(Printed Change No. 1)

DEPARTMENT OF THE NAVY
HEADQUARTERS, U. S. MARINE CORPS
WASHINGTON, D. C. JANUARY 1957

1. The attached printed page changes will be inserted in the Personnel Requirements Criteria Manual (NAVMC 1130-A01), and the corresponding pages removed and destroyed.

2. Upon the insertion of Printed Change No. 1, the pages listed on the reverse side of this sheet are in force. This list shall be used to verify the accuracy of the Personnel Requirements Criteria Manual and retained for reference until Printed Change No. 2 is published. Pages not listed on the reverse side of this sheet, shall be removed from the Personnel Requirements Criteria Manual and destroyed. In the list of effective pages, "0" is used to indicate a page from the original printing of the Personnel Requirements Criteria Manual, "1" indicates a page from Printed Change No. 1, etc. Pages found to be missing should be requisitioned from the Marine Corps Supply Activity, Philadelphia, Pennsylvania.

3. Future changes to the Personnel Requirements Criteria Manual will be effected by Printed Change Only, through page inserts. An exception to this will be when the nature of a change is of such urgency that immediate promulgation is mandatory, in which case a Marine Corps Order will be promulgated setting forth the desired change. A subsequent Printed Change will, therefore, contain the changes promulgated in the Marine Corps Order.

4. Printed Change No. 1 contains certain revisions and changes which have not previously been published to the field. The paragraphs and subparagraphs indicated on the page inserts of Printed Change No. 1 by an arrow (➧) symbol, contain revisions and changes not previously published. This symbol (➧) will reflect the last change on a given page and will not be removed until a subsequent revision or reprint of that page is made.

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General, U. S. Marine Corps
Commandant of the Marine Corps

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vi	1	4-8	0	8-13	1	20-3	0	28-1	1	34-5	1
vii	0	4-9	0	9-1	0	21-1	0	28-3	1	34-6	1
viii	0	4-10	0	9-3	0	21-3	1	28-4	1	35-1	0
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1-1	0	5-4	1	10-3	0	21-6	1	28-7	1	35-5	0
1-3	0	5-5	1	10-4	0	21-7	1	28-8	1	35-6	0
1-4	1	6-1	0	10-5	0	21-8	1	28-9	1	35-7	0
1-5	0	6-3	0	10-6	0	21-8a	1	28-10	1	35-8	0
1-6	0	6-4	0	10-7	0	21-9	1	29-1	1	35-9	1
1-7	1	6-5	0	10-8	0	21-10	0	29-3	1	35-10	1
2-1	1	6-6	0	10-9	0	22-1	1	30-1	0	35-11	0
2-3	1	6-7	0	10-10	0	22-3	1	30-3	1	PART III	1
2-4	1	7-1	0	10-11	1	22-4	1	30-4	1	36-1	1
3-1	1	7-3	0	11-1	1	22-5	1	30-5	1	36-3	1
3-3	0	7-4	0	11-3	1	22-6	1	30-6	1	37-1	1
3-4	1	8-1	0	12-1	1	25-1	0	30-7	1	37-3	1
3-5	1	8-3	1	12-3	1	25-3	0	30-8	1	37-4	1
3-6	0	8-4	0	12-4	1	25-4	0	31-1	0	37-5	1
3-7	0	8-5	0	12-5	1	25-5	0	31-3	0	37-6	1
3-8	1	8-6	0	12-6	1	27-1	0	31-4	0		
4-1	1	8-7	0	12-7	1	27-3	0	31-5	0		
4-3	1	8-8	0	12-8	1	27-4	0	32-1	0		
4-4	1	8-9	0	12-9	1	27-5	0	32-3	0		

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PART I

CRITERIA BY FUNCTIONS

CHAPTER 1

BRIG CRITERION

FUNCTION - Brig Security and Operation.
TYPE UNIT - All commands operating or providing the guard force for brigs.

1000 DEFINITION OF TERMS AS USED IN THIS CRITERION

1. Operating Activity - An activity will be considered as operating a brig when:

a. It has administrative and supervisory responsibility over the affairs of the brig but excluding responsibility attendant upon:

(1) Court martial authority over prisoners of another service if a Marine operated brig on a Naval Station.

(2) Service record book custody of prisoners of another service.

b. It has courts martial authority over prisoners of its own service.

c. It provides the brig officer and administrative personnel specifically for handling the brig workload. The guard force may be provided by the operating activity or by another activity.

2. Guard Force - The guard force, to insure safe custody of prisoners, may be provided by the operating activity or by another activity. An activity providing the guard force, but not operating the brig, will provide only brig wardens, turnkeys, sentries, and prisoner chasers.

3. Average Prisoner Population - The prisoner strength as reported on the last day of each month; average for six months.

4. Brig Officer - The officer appointed in writing by the commanding general or commanding officer of the activity which operates the brig.

5. Warden - The member of the guard force who has general supervision over the brig. He is responsible directly to the brig officer.

a. When a brig has an average population of over 50 prisoners, the warden will be assisted by a "Warden of the Day" designated daily for a period of 24 hours, who will supervise the execution of the daily routine, enforce security and disciplinary control over the prisoners for the Warden. In this case the warden's position is considered parallel to that of a company first sergeant and the warden of the day's position is comparable to that of a sergeant of the guard.

6. Turnkey - A member of the guard force who has direct responsibility for the cell block or actual confinement area where prisoners are confined. Usually stands watch on a 4 hour basis similar to the corporal of the guard.

7. Sentry - A member of the guard force who stands watch on a regularly established fixed guard post.

8. Prisoner Chaser - A member of the guard force who is assigned to guard prisoners while they are on work details or otherwise moving from one location to another. Normally a subordinate command at a Marine Corps activity will furnish the chasers for work details benefiting that command with the exception of base support functions such as camp maintenance, reclamation and salvage, post supply, etc. At a Navy activity naval commands requesting prisoner working parties will furnish their own chasers.

9. Supernumerary - A guard force billet for the purpose of providing a brig guard when the incumbent of another guard billet is unavailable.

10. Support Personnel - Those clerical, mess, and miscellaneous personnel who are employed exclusively with the administration and support of prisoners and brig personnel.

1001 BRIG OFFICERS

1. Where an activity operates a brig:

FIGURE 1-1

Average Prisoner Population	Brig Officer and Executive Officer MAJ (9910)	CAPT (9910)	WO (5802)	Assistant Brig Officer WO (5802)
Less than 30	NONE (additional duty assignment to an officer of operating activity)			
30 - 200			1	
201 - 400		1		1
Over 400	1	1		2

One additional assistant brig officer (5802), also a member of the operating command, should be provided for each additional separate branch brig with an average prisoner population exceeding 30 where facilities are not in the proximity of another branch or main brig.

2. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine Officer supervision over Marine security guards will however be provided when the number of Marine guards exceeds 30.

1002 THE GUARD FORCE

1. Brig wardens and turnkeys - to be computed separately for each separate branch where a brig has more than one branch.

FIGURE 1-6

Average Prisoner Population	Police NCO 8911 SGT	Weapons Custodian 2111 CPL	Truck Drivers 3531 PVT	Library and School NCO 8231 SGT	CPL
Less than 100	NONE	NONE	NONE	NONE	
100 - 200	NONE	1	2	NONE	
201 - 400	1	1	3		1
Over 400	1	1	4	1	1

FIGURE 1-7

Average Prisoner Population	Salvage Yard and Repair Shop, or Work Supervisors 1371 MSGT	TSGT	SSGT	Senior Chaser 8151 SGT	Hospital Corpsmen*
Less than 100		NONE		NONE	NONE
100 - 200		1		1	1
201 - 300	1	1	1	2	1
301 - 400	1	2	2	3	2
Over 400	1	3	3	4	2

* Not shown in Marine Corps Tables of Organization.

b. Where an activity only provides the guard force for a brig, no miscellaneous personnel will be authorized.

3. Mess Personnel where a brig maintains its own mess.

a. Cooks (3371) - see criterion for food service personnel.

b. Commissary Supply Clerk (3061)

FIGURE 1-8

Aggregate Mess Load	SGT	CPL	TOTAL
Less than 400		1	1
400 - 600	1		1
Over 600	1	1	2

c. Messmen - None

CHAPTER 2

ADMINISTRATIVE AND CLERICAL CRITERION IN FMF UNITS

2000 COMPANY AND BATTERY HEADQUARTERS

2001 BATTALION AND SQUADRON HEADQUARTERS

2002 REGIMENTAL AND GROUP HEADQUARTERS

CHAPTER 2

ADMINISTRATIVE AND CLERICAL CRITERION IN FMF UNITS

FUNCTION - Command and Personnel administration (emanating from company and battery level)

TYPE UNIT - All FMF Units

2000 COMPANY AND BATTERY HEADQUARTERS

FIGURE 2-1

Authorized Strength	First Sgt*	SSGT	SGT	CPL	PVT	TOTAL
Less than 180	1	1		1		3
181 - 280	1	1		1	1	4
281 - 360	1	1	1	1	1	5
Over 360	1	1	1	1	2	6

*MOS appropriate to type unit (03, 08, etc.)

2001 BATTALION AND SQUADRON HEADQUARTERS (Includes clerical billets for the legal function, but does not include clerical billets required in staff functions other than S-1 Adjutant Section)

1. For workload incident to Marine Corps Personnel and Command Administration.

FIGURE 2-2

Authorized Strength	0130 Lt	SGTMAJ*	TSGT	0141 SGT	0131 SGT	0151 SGT	0141 CPL	0141 PVT	Total OFF & ENL
Less than 180	1	1	1			1		1	1 - 4
180 - 400	1	1	1			1	1	1	1 - 5
401 - 600	1	1	1		1	1	2		1 - 6
601 -1000	2	1	1	1	1	1	2		2 - 7
Over 1000	2	1	1	1	1	1	2	1	2 - 8

*MOS appropriate to type unit

2. Additional authorization for squadron incident to the workload required for Naval Aviation Administration.

FIGURE 2-3

	MSGT	SSGT	0141 PVT	TOTAL
H&HS, MWHG	1	1	3	5
All other	1		2	3

2002 REGIMENTAL AND GROUP HEADQUARTERS (Does not include billets required in a staff section other than S-1 Adjutant Section)

1. For workload incident to Marine Corps Personnel and Command Administration.

FIGURE 2-4

0130			0141		0151	0141		Total
CAPT	LT	SGTMAJ*	TSGT	SGT	SGT	CPL	PVT	OFF & ENL
1	1	1	1	1	1	2	1	2 - 7

*MOS appropriate to type unit

2. Additional authorization for groups incident to the workload required for Naval Aviation Administration.

FIGURE 2-5

0141			
MSGT	SSGT	PVT	TOTAL
1	2	3	6

CHAPTER 3

COMMISSIONED OFFICER MESS CRITERION

3000 COMMISSIONED OFFICER MESS SECTION

3001 ADMINISTRATIVE UNIT

3002 OPEN MESS UNIT

3003 CLOSED MESS UNIT

3004 BOQ UNIT

3005 STEWARD ASSIGNMENTS TO FMF STAFF MESSES

3006 STEWARD ASSIGNMENTS TO OFFICER'S MESSES AFLOAT

3007 IN THE SERVICE OF GENERAL OFFICERS

CHAPTER 3

COMMISSIONED OFFICER MESS CRITERION

FUNCTION - Commissioned Officer Mess (Open, Closed, and Staff)
TYPE UNIT - Any permanent Marine Corps Installation

3000 COMMISSIONED OFFICER MESS SECTION

1. One Commissioned Officer Mess Section will be allotted to each activity, base, or station operating an "open" and/or "closed" mess authorized by CMC.

2. Each section will be composed of (1) supervisory and administrative personnel for the handling of functions pertaining to its subordinate units, (2) one or more "open" and/or "closed" mess units as may be in operation and authorized by CMC, and (3) one or more BOQ units as may be in operation.

3001 ADMINISTRATIVE UNIT

FIGURE 3-1

Station Officer	Billet Designator 9910			MOS 4111		MOS 0141	
Load (USMC & USN)	MAJ	CAPT	LT	SSGT	SGT	CPL	CPL
Less than 120		Additional duty basis only		1			
120 - 220			1 OinC & Treas			1	
221 - 800		1 OinC	1 Treas		1		1
801 - 1800	1 OinC		2 Treas	1			1
Over 1800	1 OinC	1 Treas 1 Open Mess	1 Asst Treas	1		1	1

NOTES: 1. Officer in Charge billet is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit. The same applies to the treasurer billet.

2. Station officer load is monthly average of 3 months most recent actual and 3 following months estimated on board strengths.

3002 OPEN MESS UNIT

1. This activity must be operated insofar as possible by civilians paid from activity funds (MCM 19055). If the assignment of billets to military personnel is necessary as the result of conditions peculiar to a particular mess, it must be supported by full justification therefor.

3003 CLOSED MESS UNIT

1. The mess officer will be assigned on an additional duty basis.

2. It is intended that the only enlisted personnel assigned this activity be stewards.

Breakdown by rank by MOS of criteria for Steward
Assignments to Commissioned Officer Mess (Closed)

FIGURE 3-2

MOS 3619 - Steward Chief

Average number of meals served daily	MSGT	TSGT	TOTAL
0 - 40	0	0	0
41 - 100	0	1	1
101 - 190	1	0	1
191 - 340	1	1	2
341 - 440	1	2	3
441 - Above	2	2	4

FIGURE 3-3

MOS 3611 - Steward Cook

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 40	1		1		2
41 - 70			1	1	2
71 - 100		1		2	3
101 - 130		1	1	2	4
131 - 165	1		1	3	5
166 - 200	1		2	3	6
201 - 235	1		2	4	7
236 - 270	1	1	2	4	8
271 - 310	1	1	2	5	9
311 - 350	1	1	3	5	10

FIGURE 3-3 (cont'd)

MOS 3611 - Steward Cook

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
351 - 400	1	1	3	6	11
401 - 450	1	1	3	7	12
451 - 500	1	2	3	7	13
501 - 550	1	2	3	8	14
551 - 600	1	2	4	8	15
601 - 650	1	2	4	9	16
651 - 700	1	2	4	10	17

FIGURE 3-4

MOS 3613 - Steward Attendant (mess)

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 25		1		1	2
26 - 50		1		2	3
51 - 75		1	1	2	4
76 - 100		1	1	3	5
101 - 125		1	2	3	6
126 - 150		1	2	4	7
151 - 175	1	1	2	4	8
176 - 200	1	1	2	5	9
201 - 240	1	1	3	5	10
241 - 280	1	2	3	5	11
281 - 320	1	2	3	6	12
321 - 360	1	2	3	7	13
361 - 400	1	2	3	8	14
401 - 450	1	2	3	9	15
451 - 500	1	2	4	9	16

3. Civilians paid from appropriated funds may now be used (Chapter 19 MCM) in closed mess only. Civilians when used will replace stewards as follows:

MOS 3613 - Group II	Mess Attendant
MOS 3611 - Group III	Cook
MOS 3619 - Group IVa	Mess Supervisor

3004 BOQ UNIT

1. The BOQ officer will be assigned to individual BOQ areas on an additional duty basis. Where numerous BOQ's are widely dispersed at installations with a combined officer load over 1800, one full time officer Lt 9910 and one TSgt 3049 may be assigned for coordination and control purposes.

2. It is intended that the only enlisted personnel assigned this activity be steward attendants.

FIGURE 3-5

MOS 3613 - Steward Attendant (BOQ)

Average number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			1		1
21 - 40			1	1	2
41 - 60		1		2	3
61 - 80		1		3	4
81 - 100		1	1	3	5
101 - 120		1	1	4	6
121 - 140		1	1	5	7
141 - 160		1	1	6	8
161 - 180		1	1	7	9
181 - 200		1	2	7	10
201 - 220		1	2	8	11
221 - 240		1	2	9	12
241 - 260		1	3	9	13
261 - 280		1	3	10	14
281 - 300		1	3	11	15
301 - 320		1	3	12	16
321 - 340		1	3	13	17
341 - 360	1	1	3	13	18
361 - 380	1	1	3	14	19
381 - 400	1	1	3	15	20
401 - 420	1	1	3	16	21
421 - 440	1	1	4	16	22
441 - 460	1	1	4	17	23
461 - 480	1	1	4	18	24
481 - 500	1	1	4	19	25

MOS 3613 - Steward Attendant (BOQ) (cont'd)

Average number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
501 - 520	1	2	4	19	26
521 - 540	1	2	4	20	27
541 - 560	1	2	4	21	28
561 - 580	1	2	4	22	29
581 - 600	1	2	5	22	30
601 - 620	1	2	5	23	31
621 - 640	1	2	5	24	32
641 - 660	1	2	5	25	33
661 - 680	1	2	5	26	34
681 - 700	1	2	5	27	35

NOTES: 1. Any number of meals over an increment is counted as an additional whole increment.

2. The average number of meals served means those meals actually served only in the dining room (excludes stewards' meals or snacks) and is to be computed by dividing the total number of days in that period on the basis of a seven day week.

3. The number of meals served daily and rooms occupied in the BOQ are to be averaged on the basis of the quarterly reports submitted in accordance with Marine Corps General Order 172. These will be reviewed when the reports dated as of 31 March and 30 September of each year are received. Each quarterly report will be added to previous quarterly reports until four reports have been made, and thereafter, computations will be based on the workload of the last four quarters for which data has been reported.

4. This criteria is to be applied separately wherever there is a physical separation of facilities, resulting in a branch or annex of a COM (closed).

3. The utilization of civilian janitorial personnel in conjunction with steward attendants (BOQ) where desirable is considered appropriate. When used, civilians will replace stewards as follows:

MOS 3613 - Group II Maid, janitor, or laborer

3005 STEWARD ASSIGNMENTS TO FMF STAFFF MESSES

FIGURE 3-6

General and Special Staff Section Heads of Field Rank	MOS 3619 Steward Chief		MOS 3611 Steward Cook			MOS 3613 Steward Attendant				Total Stewards
	MST	TSGT	SSGT	SGT	CPL	SSGT	SGT	CPL	PVT	
0 - 15				1	1		1	1		4
16 - 24		1		1	1	1	1	1		6
25 - 34	1		1	1	1	1	1	2	1	9
35 up	1		1	1	2	1	1	2	2	11

NOTE: The above criterion allows approximately 1 cook per 10 officers fed and 1 attendant per 6 officer's fed.

3006 STEWARD ASSIGNMENTS TO OFFICER'S MESSES AFLOAT

FIGURE 3-7

Officers served	MOS 3611 Steward Cook				MOS 3613 Steward Attendant				TOTAL
	SSGT	SGT	CPL	PVT	SSGT	SGT	CPL	PVT	
Up to 17		1					1	1	3
18 - 24		1					2	1	4
25 - 34		1		1			2	2	6
35 - 44		1		1			2	3	7
45 - 59		1	1	1			3	4	10
60 - 74	1	1	1		1		3	4	11
75 - 89	1	1	1	1	1		3	4	12

NOTE: The above criterion allows approximately 1 steward cook per 20 officers fed and (a) for the first 60 officers served 1 steward attendant per 8 officers served; (b) for 60-74 officers served 1 steward attendant per 9 officers served; and (c) for 75-89 officers served 1 steward attendant per 10 officers served.

3007 IN THE SERVICE OF GENERAL OFFICERS

FIGURE 3-8

	MOS 3619 Steward Chief		MOS 3611 Steward Cook	MOS 3613 Steward Attendant		Total Stewards
	MSGT	TSGT	SSGT	SSGT	SGT	
Commandant	1	2	1			4
Lieutenant General	1		1		1	3
Major General		1		1		2
Brigadier General			1		1	2

CHAPTER 4

FOOD SERVICES CRITERION

4000 INTRODUCTION

4001 FOOD SERVICES OFFICERS (MOS 3302 AND 3310)

4002 MESSMEN

4003 COOKS, BAKERS, MEAT CUTTERS, AND FOOD SERVICE TECHNICIANS

4004 DEFINITIONS

CHAPTER 4

FOOD SERVICES CRITERION

FUNCTION - Food Service Facilities
TYPE UNIT - All units except Security Forces

4000 INTRODUCTION

1. The following criterion provides for the complete operation of food service facilities, including pastry baking, meat cutting, and bread baking, for all FMF and non-FMF organizations with the exception of the Security Forces which are covered by separate criterion.

4001 FOOD SERVICES OFFICERS (MOS 3302 AND 3310)

1. Activities having a Consolidated Mess System (see paragraph 51152 MCM).

a. Normally one (1) Food Services Inspector and one (1) Mess Administrator will be authorized for those activities having a consolidated mess system. Where there is sufficient justification there may be one (1) Assistant Mess Administrator at larger activities.

b. Marine Corps Air Stations to which a Marine Air Wing is attached will be authorized a Mess Administrator only.

2. Other Marine Corps Activities.

a. Normally one (1) Mess Administrator will be authorized for the food services program of the larger posts or stations that do not have a Consolidated Mess System and which serve over 350 rations daily.

3. The assignment of officers for duty in operating a unit mess hall will be on an additional duty basis only.

4. In addition to the above, the following food services officers are also authorized:

a. Marine Corps Supply School, Camp Lejeune	4
Food Services Inspector	(2)
Mess Administrator	(2)
b. Supply Department,	
Headquarters Marine Corps	1
Food Services Inspector	(1)
c. Food Demonstration Teams,	
East and West Coast	2
Food Services Inspector	(2)

5. Bakery Officers (MOS 3310)

a. One warrant officer (MOS 3310) will be assigned to Marine Corps Schools, Marine Corps Bases, and Marine Corps Recruit Depots.

4002 MESSMEN

1. Messmen and messwomen will be assigned generally as additional duty as follows (see also Paragraph 7164 MCM for assignment policies).

a. Family Style Mess - One (1) messman per twenty (20) enlisted personnel subsisted. If after computation a remainder of 11 or more results an additional messman for messes of less than 120 is authorized. For a ration strength of less than 20, 1 messman is authorized.

b. Cafeteria Style Mess - One (1) messman per thirty (30) enlisted personnel subsisted. If after computation a remainder of 16 or more results an additional messman for messes of less than 120 is authorized. For a ration strength of less than 30, 1 messman is authorized.

c. Women's Mess - Messwomen will be assigned to messhalls serving women only in the ratio prescribed for family style messes. In addition one messman "heavy-lifter" is authorized for every 200 women subsisted or fraction thereof.

NOTE: Where personnel are served both family style and cafeteria style within one mess, messman will be assigned as for a cafeteria style mess.

4003 COOKS (MOS 3371), BAKERS (MOS 3311), MEAT CUTTERS (MOS 3361), AND FOOD SERVICE TECHNICIANS (MOS 3349)

1. Figure 4-1 provides for the assignment of cooks and food service technicians for all messes. For those activities not operating a central bakery or butcher shop, it also provides bakers and meat cutters.

2. Figure 4-2 and 4-3 provide bakers and meat cutters for activities where a central bakery and/or butcher shop is operated and replace the appropriate parts of Figure 4-1.

3. Figure 4-4 contains criteria for a Bakery Platoon. Baked goods for Ground FMF units will be provided either by central facilities operated by the Base at which the units are located, or by a supporting Bakery Platoon. No other bakers will be provided in Ground FMF T/O's.

4. Figure 4-5 provides bakers for Air FMF units.

5. All FMF units will be assigned on the assumption 100% of total strength will be served rations, and all meat cutters will be deleted from FMF T/O's.

4004 DEFINITIONS

1. For application of this criteria, the following definitions are used:

a. Ration - One (1) ration is equivalent to three (3) meals per day computed in accordance with Marine Corps Order 10112.3, i.e. 26% for breakfast; 41% for dinner; 33% for supper. The average number of daily rations shall be based on a six month period.

CHAPTER 5

INSPECTOR-INSTRUCTOR STAFF CRITERION

FUNCTION - Inspector-Instructor Staffs
TYPE UNIT - Reserve Ground Units (Male)

5000 COMMAND BILLETS

1. FIGURE 5-1

Reserve Unit T/O Strength	Inspector-Instructor	Asst I&I	Sgt Maj 0099	First Sgt 0098
All Special Inf Cos	1			1
75 - 168	1	1		1
169 - 327	1	1		1
Over 327	1	1	1	

2. Rank of Inspector-Instructor will be equal to that of the reserve unit Commanding Officer. The MOS of the Inspector-Instructor and the Assistant will be that most suitable to the specialty of the unit.

5001 PERSONNEL ADMINISTRATION BILLETS

FIGURE 5-2

Reserve Unit T/O Strength	SSGT 0141	SGT 0141	SGT 0151
All Special Inf Cos	1	1	
75 - 168	1		
169 - 327	1	1	
Over 327	1	1	1

5002 SUPPLY ADMINISTRATION BILLETS

FIGURE 5-3

	MSGT 3049	TSGT 3049	SGT 3041
Separate Reserve Company	*	1	1
Reserve Battalion	1		1

* Where justification exists that a company's account is beyond the normal capability of a TSgt to handle a MSgt billet may be established in lieu thereof.

5003 INSTRUCTOR AND EQUIPMENT MAINTENANCE MEN BILLETS

1. MOS - In accordance with the MOS needs of the particular type reserve unit to be trained or equipment to be maintained.

2. Rank - MSGT/TSGT for unit gunnery sergeant and/or overall specialty chief.
MSGT/TSGT secondary specialty chief instructors or equipment technicians.
SSGT/SGT specialty and/or sub-specialty instructors or equipment technicians.
Below SGT will not be used.

3. Numbers - Sufficient that when added to the requirements shown above the I&I staff will be filled to an enlisted strength of no more than:

7 - Special Infantry Cos.
8 - Rifle, Amph Tractor, Truck, and Supply Cos.
9 - Arty Btrys, Air Delivery, Ord Fld Maint (Arty & AAA), Automotive Fld Maint, Comm, Engineer, Shore Party, Tank, Armored Amphib, Cargo Cos, and Spec Inf Bns.
10 - Auto Wpns Btrys, Arty, Amph Tractor, Inf, Wpns, MT Bns and Ord Fld Maint Co (Trac Veh, SA Fc & Instr repair).
11 - 90 MMAAA, Depot Supply, 4.5 rocket, and Tank Bns.
12 - AAA&AW Bn Mobile, Eng Bn, and Truck Co-Spec Inf. Co.
13 - Comm Bn.
15 - Anglico - Comm Electr Maint Co.

5004 AUGMENTATIONS

1. The regular I&I staffs formed from paragraphs 5000-5003 above may be augmented as follows:

a. Facility Maintenance Billets

(1) I&I staffs of reserve units located at a permanent regular military installation require no maintenance personnel.

(2) Other I&I staffs of reserve units (off military base) require the following maintenance personnel:

	Cpl, Construction Man (1371)
Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq. ft. or 15,000 sq. ft. plus 2 acres or more of grounds.	1

Joint Training Center indoor MCR exclusive space in excess of 40,000 sq. ft. plus 5 acres or more of grounds.	2
MCRC with an indoor area in excess of 20,000 sq. ft. or 10,000 sq. ft. plus 2 acres or more of grounds.	1
MCRTC with an indoor area in excess of 40.000 sq. ft.	2

b. Consolidated and centralized clothing issue sites.

(1) 1 Sergeant (3041) per site serving 4 or more additional reserve units of a MCR&RD.

(2) Personnel (3041) required for sites serving an entire MCR&RD to be determined on basis of workload justification in each case.

CHAPTER 8

SECURITY FORCE CRITERION

FUNCTION - Security and Support
TYPE UNIT - Marine Security Forces less Retraining Commands (For Security Function in commands other than the Security Forces see criteria for MOS 8151)

8000 COMMISSIONED OFFICERS - 9910

1. Commanding Officers

a. Marine Barracks and Detachments (Naval Air Station)

0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

b. Other Marine Barracks and Detachments

0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel

c. District Marine Officers - Colonel

2. Executive Officers

a. One rank lower than Commanding Officer.

3. Guard Officers

a. Guard Detachments

(1) 1 Lt/WO for each guard section or separate detachment with 35 or more guard personnel (not including brig).

(2) 1 Captain, Officer in Charge, in addition to Lt/WO Guard Officer for guard section or separate detachments of 75 or more personnel (not including brig).

b. Guard Companies and Platoons

(1) Whenever a Marine Barracks has two or more guard units which have 75 or more guard personnel each, these units will be organized as guard companies with 1 Captain, Company Commander each.

(2) Whenever a Guard Company has two or more sub-units which have 35 or more guard personnel each, the sub-units will be organized as guard platoons with 1 Lt/WO, platoon commander each.

8001 SERGEANT MAJOR/FIRST SERGEANT

1. Marine Barracks - Sergeant Major (0099)

2. Marine Detachment - First Sergeant (0098)

8002 GUARD PERSONNEL

1. Six privates (8151) per 24 hour guard post. For guard posts less than 24 hours:

FIGURE 8-1

Number hours manned per guard post	Number Privates per post
Less than 4	0
4 - 5	1
6 - 9	2
10 - 13	3
14 - 17	4
18 - 21	5
22 - 24	6

2. Six Corporals (8151) per guard.

3. Three Sergeants (8151) per guard.

4. Guard Chief/Training NCO (8151):

FIGURE 8-2

Rank	Guard Section Strength
SSGT	1 - 25
TSGT	26 - 75
MSGT	76 -

NOTE: Guard sections with a strength of 50 or more will be provided a SSGT, (8151) Guard NCO, in addition to the allowances provided above.

8010 MAINTENANCE PERSONNEL (To be assigned only when CMC has management control)

FIGURE 8-11

Work Units*	Total Pers w/maint duty only	Utilities Chief MOS 1169		Electrician MOS 1141		Plumber MOS 1121		Refri-geration MOS 1161		Construction MOS 1371	
		MSGT	TSGT	SGT	CPL	SGT	CPL	SGT	CPL	SGT	CPL
0 - 55	1		1		1**		1**		1**	1**	
56 - 110	2		1		1**		1**		1**	1	
111 - 165	3		1		1**		1		1**	1	
166 - 220	4		1		1		1		1**	1	
221 - 275	5		1		1		1		1**	1	1
276 - 330	6				1		1		1**	1	2
331 - 385	7	1		1	1		1	1**		1	2
386 - 440	8	1		1	1	1	1	1**		1	2
441 - 495	9	1		1	1	1	1	1		1	2
496 - 550	10	1		1	1	1	1	1		1	3
551 - 605	11	1		1	1	1	2	1		1	3
606 - 660	12	1		1	1	1	2	1		1	4

* Work units are expressed in 1000 square foot units and equal four times the square feet of floor space of quarters added to the square feet of floor space of all other type buildings (obtainable from unit plant account records).

** To perform additional duty in security function of Marine Barracks. Supernumerary billets only will be decreased accordingly.

NOTES:

1. These allowances should be decreased proportionately where masonry or metal building construction predominates.

2. These allowances should be increased proportionately where indigenous labor is used.

3. Where adequate justification is furnished additional personnel of different MOS's may be assigned.

4. Civilians with equivalent job titles may be substituted for Military as follows: Group III for Sgt and Group II for Cpl.

8011 MESS PERSONNEL

1. Cooks (3371) and Bakers (3311) - Marine Corps or Navy Mess

FIGURE 8-12

Average number Marine rations served monthly	Title	MOS	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	Total MarCor Mess	Total Navy Mess
1 - 75	Cook	3371			1*	1*	1		(3)	(1)
76 - 145	Cook	3371			1*	1	1	1	(4)	(3)
146 - 215	Cook	3371		1*		1	2	1	(5)	(4)
	Baker	3311					1*		(1)	
216 - 285	Cook	3371		1	1	1	2	1	(6)	(6)
	Baker	3311				1*			(1)	
286 - 355	Cook	3371		1	1	2	2	1	(7)	(7)
	Baker	3311				1*			(1)	
356 - 425	Cook	3371	1		1	2	3	1	(8)	(8)
	Baker	3311				1*	1*		(2)	
426 - 500	Cook	3371	1		2	2	3	1	(9)	(9)
	Baker	3311				1*	1*		(2)	

* Marine Corps Mess only.

2. Messmen (8151)

a. Marine Corps Mess

1 Pvt per 20 rations served in family style mess
1 Pvt per 30 rations served in cafeteria style mess

b. Navy Mess

1 Pvt per 30 Marine rations served

8012 LAUNDRY PERSONNEL

1. For security forces operating laundries the following military personnel are authorized in addition to sufficient civilian personnel to operate the laundry facilities:

1	Lt	Officer in Charge	3202
1	MSgt	Assistant to OinC	3261

8013 CHAUFFEUR-ORDERLY (per OPNAVINSTR 5510.45)

1. Cpls 8951 designated as "Chauffeur/Orderly":

a. 2 each - Commandants of Naval Districts and River Commands
Commanders of Sea Frontiers
Overseas Area Commanders
Commanders of Major Training Commands
(Even if any of the above flags are combined, no more than 2 billets are authorized)

CHAPTER 10

BAND CRITERION

10000 DEFINITIONS

10001 APPLICATION OF UNITS

10002 BASIC BAND UNIT OF 36 PERSONS

10003 BASIC BAND UNIT OF 48 PERSONS

10004 DIVISION BAND OF 73 PERSONS

10005 BASIC DRUM AND BUGLE CORPS UNIT OF 25 PERSONS

10006 FIELD MUSICS

10006 FIELD MUSICS

1. Security Forces

FIGURE 10-1

	Bugler 5591 CPL	Bugler 5591 PVT
Barracks of 100 or more	1	1

(To be counted as supernumeraries in the computation of total supernumerary requirements)

2. Ground FMF

FIGURE 10-2

	5597 MSGT	5591 (Bugler) SSGT	SGT	CPL	PVT	5593 (Drummer) TSGT	SGT	PVT	TOTAL
Company HQ				NONE					0
Battalion HQ (Inf)				1	1			1	3
Battalion HQ (All other)				1	1				2
Regimental HQ (Inf)		1			1		1		3
Regimental HQ (Arty & Service)			1		1				2
Division HQ	1			1	1	1			4

3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

1	Sgt	5591	(Bugler)
1	Cpl	5593	(Drummer)
1	Pvt	5591	(Bugler)

4. Other non-FMF permanent stations not authorized a band or full time Drum and Bugle Corps.

FIGURE 10-3

Authorized Strength	Cpl 5593 (Drummer)	Pvt 5591 (Bugler)
0 - 325	NONE	
Over 325	1	2

CHAPTER 11

ARMORER CRITERION

11000 WORK UNIT

11001 BASIC CRITERION

11002 RANK AND MOS BREAKDOWN

11003 RANGE ARMORERS

CHAPTER 11

ARMORER CRITERION

FUNCTION - Organizational (2nd echelon) Infantry weapons maintenance
TYPE UNITS - All activities (FMF and Non-FMF)

11000 WORK UNIT

1. A work unit for the subsequent criterion is any one of the following:

a. One rifle (any model), pistol (any model), Browning Automatic rifle, or Flame Thrower (any model).

b. .5 Machine or sub-machine gun (caliber .30 or .50 any model).

c. Two mortars (any model), rocket launchers, or other type infantry weapons.

11001 BASIC CRITERION

1. One infantry weapons armorer (2111) per 410 work units. By completing a maximum of 7 work units per day an armorer can accomplish organizational (2nd echelon) maintenance on 410 work units in a quarter. This assumes a 10% unavailable factor and a 5 day work week.

11002 RANK AND MOS BREAKDOWN

FIGURE 12-1

Work Units	SGT	CPL	PVT	TOTAL
0 - 150		NONE		0
151 - 410		1		1
411 - 820		1	1	2
821 - 1230	1	1	1	3
1231 - 1640	1	1	2	4
1641 - 2050	1	1	3	5

The above criterion is to be applied at the Battalion Level where the Company-Battalion echeloning exists except as follows:

1. For FMF companies with over 300 work units.

2. For separate companies and detachments or companies and detachments usually on separate duty away from the next higher administrative echelon.

11003 RANGE ARMORERS (NON-FMF)

1. Activities operating small arms ranges, may pool armorers from participating units into a range unit. However, this criterion replaces requirements based upon other factors and no additional armorers are authorized for ranges.

CHAPTER 12

DISBURSING CRITERION

12000 INTRODUCTION

12001 DEFINITIONS

12002 BASIC CRITERION

DISBURSING CRITERION

FUNCTION - Disbursing Services
TYPE UNIT - All units except Security Forces

12000 INTRODUCTION

This criterion provides for the complete operation of a disbursing office, including the preparation, audit and payment of officer and enlisted pay records, the preparation of documents, the processing of public vouchers, and all related internal accounting and administration. This criterion is not applicable to Marine Security Forces.

12001 DEFINITIONS

1. Monthly average number of pay accounts: This is a monthly average over a six months' period of (1) pay records on hand at the end of each month, and (2) the number of pay records transferred during the month. This includes both officer and enlisted accounts and shall be computed separately for active duty pay records, reserve pay records, and recruit pay records.

2. Monthly average number of travel documents: This is a monthly average over a six months' period of (1) the number of travel vouchers prepared for reimbursement for mileage, transportation expenses and dependents' travel; (2) the number of travel advance settlements; and (3) the number of travel advances.

3. Monthly average number of civilians paid: This is a monthly average over a six months' period of civilians paid based on the on-board strength at the end of each month as reported by NAVEXOS-695 (4-54), the Monthly Report of Personnel.

4. Monthly average number of public vouchers: This is a monthly average over a six months' period of public vouchers (non travel) paid.

12002 BASIC CRITERION

The tables in this criterion provide disbursing personnel as follows:

1. Enlisted Personnel

   a. Pay Records Clerks (MOS 3411)
      Figure 12-1 - For active duty pay records
      Figure 12-2 - For organized reserve pay records.
      Figure 12-3 - For recruit pay records.

   b. Travel Expense Clerks (MOS 3431)
      Figure 12-4 - For travel documents

c. Disbursing Clerks (MOS 3441)
Figure 12-5 - For payment of civilians
Figure 12-6 - For payment of public vouchers

2. Officer Personnel - Figure 12-7.

3, Civilian Personnel

Within the allowances provided; qualified civilians may be substituted for military personnel at support type activities. Substitution of civilians for military will be on a civilian - military ratio of .8 to 1. Grades of civilians will depend on assignment and job classifiction.

FIGURE 12-1

Pay Records Clerks (MOS 3411)

Monthly Average no. of active duty pay accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 305	2			1		1	
306 - 610	3		1		1	1	
611 - 915	4		1	1	1	1	
916 - 1220	5		1	1	1	1	1
1221 - 1525	5	1		1	1	1	1
1526 - 1830	6	1		1	1	1	2
1831 - 2155	7	1		1	1	2	2
2156 - 2480	8	1		1	2	2	2
2481 - 2805	9	1		1	2	2	3
2806 - 3130	10	1	1	1	2	2	3
3131 - 3455	11	1	1	1	2	3	3
3456 - 3780	12	1	1	2	2	3	3
3781 - 4130	13	1	1	2	2	3	4
4131 - 4480	14	1	1	2	2	4	4
4481 - 4830	15	1	2	2	2	4	4
4831 - 5180	16	1	2	2	3	4	4
5181 - 5530	17	1	2	3	3	4	4
5531 - 5880	18	1	2	3	3	4	5
5881 - 6255	19	1	2	3	4	4	5
6256 - 6630	20	1	3	3	4	4	5
6631 - 7005	21	1	3	3	4	5	5
7006 - 7380	22	1	3	4	4	5	5
7381 - 7755	23	1	3	4	4	5	6
7756 - 8130	24	1	3	4	5	5	6
8131 - 8530	25	2	3	4	5	5	6
8531 - 8930	26	2	3	4	5	6	6

Figure 12-1 (Continued)

Monthly Average no. of active duty pay accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
8931 - 9330	27	2	3	5	5	6	6
9331 - 9730	28	2	3	5	6	6	6
9731 - 10130	29	2	3	5	6	6	7
10131 - 10530	30	2	3	5	6	7	7
10531 - 10955	31	2	4	5	6	7	7
10956 - 11380	32	2	4	6	6	7	7
11381 - 11805	33	2	4	6	6	7	8
11806 - 12225	34	2	4	6	7	7	8
12226 - 12650	35	3	4	6	7	7	8
12651 - 13075	36	3	4	6	7	8	8
13076 - 13500	37	3	4	7	7	8	8
13501 - 13925	38	3	4	7	7	8	9
13926 - 14350	39	3	4	7	8	8	9
14351 - 14775	40	3	5	7	8	8	9
14776 - 15200	41	3	5	7	8	9	9
15201 - 15625	42	3	5	7	8	9	10
15626 - 16075	43	3	5	8	8	9	10
16076 - 16525	44	3	5	8	8	10	10
16526 - 16975	45	4	5	8	8	10	10
16976 - 17425	46	4	5	8	9	10	10
17426 - 17875	47	4	5	8	9	10	11
17876 - 18325	48	4	5	8	9	11	11
18326 - 18775	49	4	5	8	10	11	11
18776 - 19225	50	4	6	8	10	11	11
19226 - 19675	51	4	6	8	10	11	12
19676 - 20125	52	4	6	9	10	11	12
20126 - 20575	53	4	6	9	11	11	12
20576 - 21025	54	4	6	10	11	11	12
21026 - 21500	55	4	6	10	11	12	12
21501 - 21975	56	4	7	10	11	12	12
21976 - 22450	57	4	7	10	11	12	13
22451 - 22925	58	4	7	10	11	13	13
22926 - 23400	59	4	7	10	11	13	14
23401 - 23875	60	4	7	10	12	13	14
23876 - 24390	61	4	7	10	12	14	14
24391 - 24825	62	4	7	10	12	14	15
24826 - 25325	63	5	7	10	12	14	15
25326 - 25825	64	5	8	10	12	14	15
25826 - 26325	65	5	8	10	12	14	16
26326 - 26825	66	5	8	10	13	14	16
26826 - 27325	67	5	8	10	13	15	16
27326 - 27825	68	5	8	11	13	15	16
27826 - 28325	69	5	8	11	13	15	17

Figure 12-1 (Continued)

Monthly Average Active Duty Pay Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
28326 - 28825	70	5	8	11	14	15	17
28826 - 29325	71	5	8	11	14	16	17
29326 - 29825	72	5	8	11	14	17	17
29826 - 30325	73	5	8	11	14	17	18
30326 - 30825	74	5	8	11	14	17	19
30826 - 31325	75	5	8	12	14	17	19
31326 - 31825	76	5	8	12	14	18	19

NOTE: The Monthly average number of pay accounts will be increased by 10% for offices handling primarily aviation accounts and for those offices attached to FMF units located in the continental U. S., prior to application of personnel criteria.

For summer training of reserve personnel there will be a temporary increase of one (1) enlisted pay clerk (3411) for each two hundred fifty (250) reserves ordered to training duty. This allowance will be authorized for each applicable augmentation program.

Figure 12-2
Pay Records Clerks (MOS 3411)

Monthly Average Pay Accounts for Organized Reservists in a Drill Status	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
400 - 525	1					1	
526 - 1050	2				1	1	
1051 - 1600	3			1	1	1	
1601 - 2150	4			1	1	1	1
2151 - 2700	5		1	1	1	1	1
2701 - 3275	6		1	1	1	1	2
3276 - 3850	7		1	1	1	2	2
3851 - 4425	8		1	1	2	2	2
4426 - 5000	9		1	1	2	2	3
5001 - 5600	10	1	1	1	2	2	3
5601 - 6200	11	1	1	1	2	3	3
6201 - 6800	12	1	1	2	2	3	3
6801 - 7400	13	1	1	2	2	3	4
7401 - 8000	14	1	1	2	2	4	4
8001 - 8625	15	1	2	2	2	4	4

Figure 12-2 (Continued)

Monthly Average Pay Accounts for Organized Reservists in a Drill Status	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
8626 - 9250	16	1	2	2	3	4	4
9251 - 9875	17	1	2	3	3	4	4
9876 - 10500	18	1	2	3	3	4	5
10501 - 11125	19	1	2	3	4	4	5
11126 - 11750	20	1	3	3	4	4	5
11751 - 12400	21	1	3	3	4	5	5
12401 - 13050	22	1	3	4	4	5	5
13051 - 13700	23	1	3	4	4	5	6
13701 - 14350	24	1	3	4	5	5	6
14351 - 15000	25	2	3	4	5	5	6
15001 - 15650	26	2	3	4	5	6	6
15651 - 16300	27	2	3	5	5	6	6
16301 - 16975	28	2	3	5	6	6	6
16976 - 17650	29	2	3	5	6	6	7
17651 - 18325	30	2	3	5	6	7	7

Figure 12-3
Pay Records Clerks (MOS 3411)

Monthly Average Recruit Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
300 - 475	1					1	
476 - 950	2				1	1	
951 - 1450	3			1	1	1	
1451 - 1950	4			1	1	1	1
1951 - 2450	5		1	1	1	1	1
2451 - 3000	6		1	1	1	1	2
3001 - 3550	7		1	1	1	2	2
3551 - 4100	8		1	1	2	2	2
4101 - 4650	9		1	1	2	2	3
4651 - 5200	10	1	1	1	2	2	3
5201 - 5775	11	1	1	1	2	3	3
5776 - 6350	12	1	1	2	2	3	3
6351 - 6925	13	1	1	2	2	3	4
6926 - 7500	14	1	1	2	2	4	4
7501 - 8075	15	1	2	2	2	4	4
8076 - 8650	16	1	2	2	3	4	4

Figure 12-3 (Continued)

Monthly Average Recruit Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
8651 - 9250	17	1	2	3	3	4	4
9251 - 9850	18	1	2	3	3	4	5
9851 - 10450	19	1	2	3	4	4	5
10451 - 11050	20	1	3	3	4	4	5
11051 - 11650	21	1	3	3	4	5	5
11651 - 12250	22	1	3	4	4	5	5
12251 - 12850	23	1	3	4	4	5	6
12851 - 13475	24	1	3	4	5	5	6
13476 - 14100	25	2	3	4	5	5	6
14101 - 14725	26	2	3	4	5	6	6
14726 - 15350	27	2	3	5	5	6	6
15351 - 15975	28	2	3	5	6	6	6
15976 - 16600	29	2	3	5	6	6	7
16601 - 17250	30	2	3	5	6	7	7
17251 - 17900	31	2	4	5	6	7	7
17901 - 18550	32	2	4	6	6	7	7
18551 - 19200	33	2	4	6	6	7	8
19201 - 19850	34	2	4	6	7	7	8
19851 - 20400	35	3	4	6	7	7	8
20401 - 21050	36	3	4	6	7	8	8
21051 - 21700	37	3	4	7	7	8	8
21701 - 22350	38	3	4	7	7	8	9
22351 - 23000	39	3	4	7	8	8	9
23001 - 23650	40	3	5	7	8	8	9
23651 - 24300	41	3	5	7	8	9	9

Figure 12-4

Travel Expense Clerks (MOS 3431)

Monthly Average Travel Documents	Total	MSgt	Tsgt	SSgt	Sgt	Cpl	Pvt
150 - 450	1					1	
451 - 875	2				1	1	
876 - 1375	3			1	1	1	
1376 - 1900	4			1	1	1	1
1901 - 2450	5		1	1	1	1	1

Figure 12-4 (Continued)

Monthly Average Travel Documents	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
2451 - 3000	6		1	1	1	1	2
3001 - 3550	7		1	1	1	2	2
3551 - 4100	8		1	1	2	2	2
4101 - 4650	9		1	1	2	2	3
4651 - 5200	10	1	1	1	2	2	3
5201 - 5750	11	1	1	1	2	3	3
5751 - 6300	12	1	1	2	2	3	3
6301 - 6850	13	1	1	2	2	3	4
6851 - 7425	14	1	1	2	2	4	4
7426 - 8000	15	1	2	2	2	4	4
8001 - 8575	16	1	2	2	3	4	4

Figure 12-5

Disbursing Clerks (MOS 3441)

Monthly Average Civilians Paid	Total	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 550	1				1	
551 - 1300	2			1	1	
1301 - 2300	3		1	1	1	
2301 - 3550	4		1	1	1	1
3551 - 5000	5	1	1	1	1	1
5001 - 6700	6	1	1	1	1	2

Figure 12-6

Disbursing Clerks (MOS 3441)

Monthly Average Public Vouchers Paid	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 400	1				1	1	
401 - 850	2				1	1	
851 - 1350	3			1	1	1	
1351 - 1875	4			1	1	1	1
1876 - 2425	5		1	1	1	1	1

Figure 12-6 (Continued)

Monthly Average Public Vouchers Paid	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
2426 - 3000	6		1	1	1	1	2
3001 - 3600	7		1	1	1	2	2
3601 - 4225	8		1	1	2	2	2
4226 - 4875	9		1	1	2	2	3
4876 - 5550	10	1	1	1	2	2	3
5551 - 6250	11	1	1	1	2	3	3
6251 - 6950	12	1	1	2	2	3	3
6951 - 7700	13	1	1	2	2	3	4
7701 - 8450	14	1	1	2	2	4	4
8451 - 9225	15	1	2	2	2	4	4
9226 -10000	16	1	2	2	3	4	4

NOTE: For disbursing offices which must regularly prepare public vouchers for supplies and services, the above monthly average will be increased by the average number of vouchers prepared.

Figure 12-7

Disbursing Officers (MOS 3402)

Total Disbursing Personnel	Total	Major	Capt	Lt/WO
1 - 4	1			1*
5 - 18	2		1	1
19 - 26	3		1	2
27 - 35	4		1	3
36 - 50	5	1	1	3
51 - 70	6	1	1	4
71 - 95	7	1	2	4
96 -120	8	1	2	5

* At a command of this size the supply officer may be used as a deputy during periods of Leave, Sickness and Emergency.

PART II

CRITERIA BY OCCUPATIONAL FIELD

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000 MOS 0130 (OFFICER)

1. FMF

a. Battalion and Squadron HQ - 1 Lt, Adjutant, authorized strength (Marine Corps) up to 599.
2 Lt, Adjutant and Asst Adjutant, authorized strength (Marine Corps) 600 and over.

b. Regimental and Group HQ - 1 Capt, Adjutant
1 Lt, Asst Adjutant

2. Security Forces

a. Basic Criterion

1 LT/WO Adjutant authorized strength 201 and over.

b. Augmentation for Organizations administering Prisoners, Students, or Patients.

1 LT/WO personnel officer number administered (monthly average) 276 and over.

c. Augmentation for Organizations responsible for administering casuals.

FIGURE 21-1

Number casuals administered (Monthly Average)	Personnel Officers MAJOR	CAPT	LT/WO	TOTAL
Less than 50		NONE		0
50 - 500			1	1
501 - 1500			2	2
1501 - 3000		1	2	3
Over 3000	1	1	3	5

3. Post Offices

a. Postal Officers will be assigned to the Adjutants Section of only those units having a Class One Post Office (distributing and/or Fleet Post Offices) on the following basis:

FIGURE 21-2

Authorized Strength	MAJOR	CAPT	WO	TOTAL
0 - 10000			1	1
10001 - 15000		1	1	2
Over 15000	1		1	2

b. Two Warrant Officers will be assigned to Staffs of Corps and Force as Postal Inspectors.

21001 MOS 0111

1. Security Forces - Investigators will be assigned to activities requiring such personnel when justified to and approved by CMC.

21002 MOS 0121

1. Security Forces

Established legal secction: 1 TSgt, legal clerk
1 Sgt, legal clerk (if transcribing-recording equipment has been issued to the organization)

21003 MOS 0131

1. FMF

Battalion and Squadron Headquarters - 1 Sgt, Stenographer, when strength exceeds 400.

2. Security Forces

a. 1 Sgt, Stenographer, for units with T/O strength of 100 or more having special court martial convening authority and no legal section.

b. 1 Sgt, court recorder, for a legal section with no transcribing-recording equipment.

21004 MOS 0141

1. FMF

a. Company and Battery Headquarters

FIGURE 21-3

Authorized Strength (Marine Corps)	Admin Chief SSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 180	1		1		2
181 - 280	1		1	1	3
281 - 360	1	1	1	1	4
Over 360	1	1	1	2	5

b. Battalion and Squadron Headquarters

(1) For workload incident to Marine Corps Personnel and Command Administration.

FOGIRE 21-4

Authorized Strength (Marine Corps)	Admin Chief TSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 180	1			1	2
180 - 400	1		1	1	3
401 - 600	1		2		3
601 - 1000	1	1	2		4
Over 1000	1	1	2	1	5

(2) Additional authorization for squadrons incident to the workload required for Naval Administration.

	Administrative Man MSGT	SSGT	PVT	TOTAL
H&HS, MWHG	1	1	3	5
All other	1		2	3

c. Regimental and Group Headquarters

(1) For workload incident to Marine Corps Personnel and Command Administration.

Admin Chief - TSGT 1

Admin Man - SGT 1
CPL 2
PVT 1

(2) Additional authorization for Groups incident to the workload required for Naval Aviation Administration.

Admin Chief - MSGT 1

Admin Man - SSGT 2
Pvt 3

2. Security Forces

a. Basic Criterion

FIGURE 21-5

Authorized Strength	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 35		1					1
36 - 100		1			1		2
101 - 150		1		1		1	3
151 - 200		1		1	1	1	4
201 - 300		1		1	2	1	5
301 - 400		1		1	3	1	6
401 - 500	1			3	3	1	8
501 - 600	1		1	2	3	*2	9

*1 additional authorized for each 60 man increase over 600.

b. Augmentation for geographically displaced guards or other units.

Unit of 35 - 100 1 Cpl Admin Man
Unit of 101 - 200 1 Sgt and 1 Pvt, Admin Man

c. Augmentation for organizations administering prisoners, students, or patients.

FIGURE 21-6

Number administered (Monthly Average)	Administrative Man TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 25						0
26 - 125				1		1
126 - 200			1		1	2
201 - 275			1		2	3
276 - 350	1		1	1	1	4
351 - 425	1		1	1	2	5
426 - 500	1	1	1	1	2*	6

* 1 additional authorized for each 75 processed above monthly average shown.

d. Augmentation for organizations responsible for administering casuals.

FIGURE 21-7

Number casuals administered (Monthly Average)	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 20			NONE				0
20 - 50					1		1*
200		1		1	1	1	4*
500	1		1	2	3	2	9*
1000	1	1	2	5	6	4	19*
1750	1	2	4	8	10	8	33*
2750	2	3	6	14	16	12	53*
4000	3	5	8	19	23	20	78*

* 1 additional authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

3. Inspector-Instructor Staffs

FIGURE 21-8

Reserve Unit T/O Strength	SSGT	SGT	TOTAL
All Special Inf Cos	1	1	2
75 - 168	1		1
169 - 327	1	1	2
Over 327	1	1	2

4. Commissioned Officer Messes

One Cpl Clerk Typist in administrative unit of COM serving an installation of over 220 officer load (USMC and USN).

5. Machine Records Installations

a. Basic Criterion

FIGURE 21-9

Total installation strength	Admin Clerk TSGT	SSGT	Clerk Typist SGT	CPL	Mail and File Clerk PVT	TOTAL
Less than 10			NONE			0
10 - 19			1			1
20 - 39		1		1		2
40 - 59		1	1	1		3
Over 59	1		1	1	1	4

b. Augmentation - 1 Cpl, personnel locator clerk, where MRI operates locator.

c. Augmentation - 1 Cpl, Clerk Typist, for installations over 19 personnel performing military personnel accounting.

6. Brigs

a. Security Force Criterion is applicable in the determination of 0141 billets for brigs located thereat.

b. For other activities operating a brig the following 0141 criteria is applicable:

FIGURE 21-10

Average Prisoner Population	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			NONE				0
21 - 50					1		1
51 -100					1	1	2
101 -200		1		1	1	1	4
201 -300		1		1	1	3	6
301 -400*	1		1	1	2	3	8
Over 400*	1		1	2	3	4	11

* Brig will be organized as a separate company and criterion includes personnel required for company administration.

21005 MOS 0151

1. FMF

Battalion and Squadron Headquarters - 1 Sgt, Classification Clerk
Regimental and Group Headquarters - 1 Sgt, Classification Clerk

2. Security Forces - In organization responsible for administering casuals:

FIGURE 21-11

Number casuals administered (Monthly Average)	Classification Clerk SGT	CPL	TOTAL
0 - 400	NONE		0
401 - 1200	1		1
1201 - 2300	1	1	2
2301 - 3200	2	1	3
Over 3200	2	2	4

3. Inspector-Instructor Staffs

One (1) Sgt 0151 for reserve units with T/O strength of over 327.

21006 MOS 0161

1. Post Offices (assign to Adjutant's Section)

a. Basic Criteria - Postal Clerks

FIGURE 21-12

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
0 - 500				1	1		2
501 - 1000				1	1	1	3
1001 - 1500			1	1	1	1	4
1501 - 2000			1	1	1	2	5
2001 - 2500			1	1	2	2	6
2501 - 3000			1	1	2	3	7
3001 - 3500		1	1	1	2	3	8
3501 - 4000		1	1	1	2	4	9
4001 - 4500		1	1	1	3	4	10
4501 - 5000		1	1	1	3	5	11
5001 - 5500	1	1	1	1	3	5	12
5501 - 6000	1	1	1	2	3	5	13

b. Augmentation for commands with a strength over 6000.

One postal clerk for each succeeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower selected first.

FIGURE 21-13

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
10001 - 10500	1	1	2	3	5	10	22
15001 - 15500	1	1	3	5	8	14	32
20001 - 20500	1	1	4	7	11	18	42

c. Augmentation for post offices serving widely separated organizations, (as at a Marine Corps Base), or serving subordinate organizations on detached duty away from the parent organization, (as at a Marine Division).

FIGURE 21-14

Strength	SSGT	SGT	CPL	TOTAL
Over 1000			1	1
Over 2500	1		1	2
Over 4500	1	1	1	3

d. Augmentation for Directory Service - When the postal unit is to perform directory service, additional personnel shall be assigned as follows:

(1) Non-FMF Units - For each 1000 personnel, or major fraction thereof, serviced. One postal clerk, rank distributed equally between sergeants and corporals.

(2) FMF Units - When directory service maintained - same as for Non-FMF. When only duplicate directory maintained - 1 Sgt, postal clerk, for each 4000 personnel served.

2. Security Forces - In organizations responsible for administering casuals (in addition to post offices as per above).

FIGURE 21-15

Number Casuals administered (Monthly Average)	Postal Clerk CPL
0 - 250	NONE
251 - 2000	1
2001 - 3200	2
Over 3200	3

CHAPTER 22

CRITERIA FOR OCCUPATIONAL FIELD 11, 13, AND 21

22000 MOS 1121

22001 MOS 1141

22002 MOS 1161

22003 MOS 1169

22004 MOS 1371

22005 MOS 2111

CHAPTER 22

CRITERIA FOR OCCUPATIONAL FIELD 11, 13, AND 21

22000 MOS 1121

1. Security Forces

FIGURE 22-1

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Plumber SGT	CPL	TOTAL
0 - 110		1*	1*
111 - 385		1	1
386 - 550	1	1	2
551 - 660	1	2	3

* Performs additional duty in security function.

22001 MOS 1141

1. Security Forces

FIGURE 22-2

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Electrician SGT	CPL	TOTAL
0 - 165		1*	1*
166 - 330		1	1
331 - 660	1	1	2

* Performs additional duty in security function.

22002 MOS 1161

1. Security Forces

FIGURE 22-3

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Refrigeration Mechanic SGT	CPL	TOTAL
0 - 330		1*	1*
331 - 440	1*		1*
441 - 660	1		1

* Performs additional duty in security function.

22003 MOS 1169

1. Security Forces

FIGURE 22-4

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Utilities Chief MSGT	TSGT	TOTAL
0 - 330		1	1
331 - 660	1		1

22004 MOS 1371

1. Security Forces

FIGURE 22-5

1000 sq. ft. units floor space of all other type buildings plus 4 times floor space of quarters	Construction Man SGT	CPL	TOTAL
0 - 55	1*		1*
56 - 220	1		1
221 - 275	1	1	2
276 - 495	1	2	3
496 - 605	1	3	4
606 - 660	1	4	5

* Performs additional duty in security function.

2. Inspector-Instructor Staffs

	Construction Man CPL
Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq. ft. or 15,000 sq. ft. plus 2 acres or more of grounds	1
Joint Training Center with indoor MCR exclusive space in excess of 40,000 sq. ft. plus 5 acres or more of grounds	2
MCRTC with an indoor area in excess of 20,000 sq. ft. or 10,000 sq. ft. plus 2 acres or more of grounds	1
MCRTC with an indoor area in excess of 40,000 sq. ft.	2

3. Brigs operated by Marine Activities

FIGURE 22-6

Average Prisoner Population	Salvage Yard and Repair Shop or Work Supervisors MSGT	TSGT	SSGT	TOTAL
Less than 100		NONE		0
100 - 200		1		1
201 - 300	1	1	1	3
301 - 400	1	2	2	5
Over 400	1	3	3	7

22005 MOS 2111

1. All Activities

FIGURE 22-7

Work Units*	Infantry Weapons Armorer SGT	CPL	PVT	TOTAL
0 - 150		NONE		0
151 - 410		1		1
411 - 820		1	1	2
821 - 1230	1	1	1	3
1231 - 1640	1	1	2	4
1641 - 2050	1	1	3	5

* A work unit for this criterion is any one of the following:

a. One rifle (any model), pistol (any model), Browning Automatic rifle, or Flame Thrower (any model).

b. .5 Machine or sub-machine gun (caliber .30 or .50 any model).

c. Two mortars (any model), rocket launchers, or other type infantry weapons.

The above criterion is to be applied at the Battalion Level where the Company-Battalion echeloning exists except as follows:

a. For FMF companies with over 300 work units.

b. For separate companies and detachments or companies and detachments usually on separate duty away from the next higher administrative echelon.

2. Security Forces

FIGURE 22-8

Authorized Strength	Infantry Weapons Armorer SSGT	SGT	CPL
0 - 50	1*		1**
51 - 100	1*		1
Over 100	1*	1	

* Only for units authorized field maintenance of small arms at organic rifle ranges.

** Additional duty as Police NCO.

3. Brigs operated by Marine Corps activities

FIGURE 22-9

Average Prisoner Population	Weapons Custodian CPL
Less than 100	NONE
Over 100	1

FIGURE 27-3 (cont'd)

Average Number Rations Served Daily	Baker TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
11551 - 12245	22	1	1	4	6	7	3
12246 - 12940	23	1	1	4	7	7	3
12941 - 13635	24	1	1	4	7	8	3
13636 - 14330	25	1	1	4	7	8	4
14331 - 15025	26	1	1	4	8	8	4
15026 - 15930	27	1	1	4	8	9	4
15931 - 16835	28	2	1	4	8	9	4
16836 - 17740	29	2	1	4	9	9	4
17741 - 18645	30	2	2	4	9	9	4
18646 - 19550	31	2	2	4	9	10	4
19551 - 20455	32	2	2	5	9	10	4
20456 - 21360	33	2	2	5	10	10	4
21361 - 22265	34	2	2	5	10	11	4
22266 - 23170	35	2	2	5	10	11	5
23171 - 24075	36	2	2	5	10	12	5
24076 - 24980	37	2	2	5	11	12	5
24981 - 26645	38	2	2	5	11	13	5
26646 - 28310	39	2	2	5	11	14	5
28311 - 29975	40	2	2	5	12	14	5
29976 - 31640	41	2	2	6	12	14	5
31641 - 33305	42	2	2	6	12	15	5
33306 - 34970	43	2	2	6	12	15	6
34971 - 36635	44	2	2	6	13	15	6
36636 - 38300	45	2	2	7	13	15	6
38301 - 40000	46	2	2	7	13	16	6

b. Other Activities

FIGURE 27-4

Average Number Rations Served Daily	Baker MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 146			NONE				0
146 - 215					1		1
216 - 355				1			1
356 - 590				1	1		2
591 - 1245			1	1	1		3
1246 - 1515			1	1	2		4
1516 - 2055		1	1	1	1		4
2056 - 2415	1		1	1	2		5
2416 - 2865	1		1	1	2	1	6
2866 - 3315	1		1	2	2	1	7
3316 - 4215	1	1	1	2	2	2	9
4216 - 5115	1	1	1	2	3	2	10

27003 MOS 3349

1. All messes except Security Forces

1 MSGT for messes serving 951 - 4215 rations daily

2 MSGT for messes serving over 4215 rations daily

27004 MOS 3361

1. Non-FMF

a. Central Butcher Shop

FIGURE 27-5

Average Number Rations Served Daily	Meat Cutter TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Up to 3000	6		1	1	1	2	1
3001 - 3500	7		1	1	2	2	1
3501 - 4000	8		1	1	2	3	1
4001 - 4500	9		1	1	3	3	1
4501 - 5000	10	1	1	1	3	3	1
5001 - 5625	11	1	1	1	3	4	1
5626 - 6250	12	1	1	2	3	4	1
6251 - 6875	13	1	1	2	4	4	1
6876 - 7500	14	1	1	2	4	5	1
7501 - 8125	15	1	1	2	4	5	2
8126 - 8750	16	1	1	2	5	5	2
8751 - 9375	17	1	1	2	5	6	2
9376 - 10000	18	1	1	3	5	6	2
10001 - 10910	19	1	1	3	6	6	2
10911 - 11820	20	1	1	3	6	7	2
11821 - 12730	21	1	1	3	7	7	2
12731 - 13640	22	1	1	4	7	7	2
13641 - 14550	23	1	1	4	7	7	3
14551 - 15460	24	1	1	4	7	8	3
15461 - 16370	25	1	1	4	8	8	3
16371 - 17280	26	1	1	4	8	9	3
17281 - 18190	27	1	1	4	9	9	3
18191 - 19100	28	1	1	4	9	9	4
19101 - 20010	29	1	1	5	9	9	4
20011 - 22232	30	1	1	5	9	10	4

CHAPTER 28

CRITERIA FOR OCCUPATIONAL FIELD 34

28000 MOS 3402 (OFFICER)

28001 MOS 3411

28002 MOS 3431

28003 MOS 3441

CHAPTER 28

CRITERIA FOR OCCUPATIONAL FIELD 34

28000 MOS 3402 (OFFICER)

1. Security Forces

FIGURE 28-1

Number pay, fiscal and voucher clerks	CAPT	LT/WO	TOTAL
0 - 10		1	1
11 - 20	1	1	2
Over 20	1	?	3

2. All other activities

FIGURE 28-2

Total Disbursing Personnel	Disbursing Officers Total	Major	Capt	Lt/WO
1 - 4	1		1	1*
5 - 18	2		1	1
19 - 26	3		1	2
27 - 35	4		1	3
36 - 50	5	1	1	3
51 - 70	6	1	1	4
71 - 95	7	1	2	4
96 -120	8	1	2	5

28001 MOS 3411

1. Security Forces

a. One (1) pay clerk for 250 active duty officer pay accounts or major fraction thereof.

b. One (1) pay clerk for 325 active duty enlisted pay accounts or major fraction thereof.

c. One (1) pay clerk for 633 organized reserve accounts or major fraction thereof.

2. All other activities

a. Active Duty Pay Accounts

FIGURE 28-3

Monthly Average no. of active duty pay accounts	Pay Records Clerks						
	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 305	2			1		1	
306 - 610	3		1		1	1	
611 - 915	4		1	1	1	1	
916 - 1220	5		1	1	1	1	1
1221 - 1525	5	1		1	1	1	1
1526 - 1830	6	1		1	1	1	2
1831 - 2155	7	1		1	1	2	2
2156 - 2480	8	1		1	2	2	2
2481 - 2805	9	1		1	2	2	3
2806 - 3130	10	1	1	1	2	2	3
3131 - 3455	11	1	1	1	2	3	3
3456 - 3780	12	1	1	2	2	3	3
3781 - 4130	13	1	1	2	2	3	4
4131 - 4480	14	1	1	2	2	4	4
4481 - 4830	15	1	2	2	2	4	4
4831 - 5180	16	1	2	2	3	4	4
5181 - 5530	17	1	2	3	3	4	4
5531 - 5880	18	1	2	3	3	4	5
5881 - 6255	19	1	2	3	4	4	5
6256 - 6630	20	1	3	3	4	4	5
6631 - 7005	21	1	3	3	4	5	5
7006 - 7380	22	1	3	4	4	5	5
7381 - 7755	23	1	3	4	4	5	6
7756 - 8130	24	1	3	4	5	5	6
8131 - 8530	25	2	3	4	5	5	6
8531 - 8930	26	2	3	4	5	6	6
8931 - 9330	27	2	3	5	5	6	6
9331 - 9730	28	2	3	5	6	6	6
9731 -10130	29	2	3	5	6	6	7
10131 -10530	30	2	3	5	6	7	7

Figure 28-3 (Continued)

Monthly Average no. of active duty pay accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
10531 - 10955	31	2	4	5	6	7	7
10956 - 11380	32	2	4	6	6	7	7
11381 - 11805	33	2	4	6	6	7	8
11806 - 12225	34	2	4	6	7	7	8
12226 - 12650	35	3	4	6	7	7	8
12651 - 13075	36	3	4	6	7	8	8
13076 - 13500	37	3	4	7	7	8	8
13501 - 13925	38	3	4	7	7	8	9
13926 - 14350	39	3	4	7	8	8	9
14351 - 14775	40	3	5	7	8	8	9
14776 - 15200	41	3	5	7	8	9	9
15201 - 15625	42	3	5	7	8	9	10
15626 - 16075	43	3	5	8	8	9	10
16076 - 16525	44	3	5	8	8	10	10
16526 - 16975	45	4	5	8	8	10	10
16976 - 17425	46	4	5	8	9	10	10
17426 - 17875	47	4	5	8	9	10	11
17876 - 18325	48	4	5	8	9	11	11
18326 - 18775	49	4	5	8	10	11	11
18776 - 19225	50	4	6	8	10	11	11
19226 - 19675	51	4	6	8	10	11	12
19676 - 20125	52	4	6	9	10	11	12
20126 - 20575	53	4	6	9	11	11	12
20575 - 21025	54	4	6	10	11	11	12
21026 - 21500	55	4	6	10	11	12	12
21501 - 21975	56	4	7	10	11	12	12
21976 - 22450	57	4	7	10	11	12	13
22451 - 22925	58	4	7	10	11	13	13
22926 - 23400	59	4	7	10	11	13	14
23401 - 23875	60	4	7	10	12	13	14
23876 - 24390	61	4	7	10	12	14	14
24391 - 24825	62	4	7	10	12	14	15
24826 - 25325	63	5	7	10	12	14	15
25326 - 25825	64	5	8	10	12	14	15
25826 - 26325	65	5	8	10	12	14	16

Figure 28-3 (Continued)

Monthly Average no. of active duty pay accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
26326 - 26825	66	5	8	10	13	14	16
26826 - 27325	67	5	8	10	13	15	16
27326 - 27825	68	5	8	11	13	15	16
27826 - 28325	69	5	8	11	13	15	17
28326 - 28825	70	5	8	11	14	15	17
28826 - 29325	71	5	8	11	14	16	17
29326 - 29825	72	5	8	11	14	17	17
29826 - 30325	73	5	8	11	14	17	18
30326 - 30825	74	5	8	11	14	17	19
30826 - 31325	75	5	8	12	14	17	19
31326 - 31825	76	5	8	12	14	18	19

b. Pay Accounts for Organized Reservists in a Drill Status

FIGURE 28-4
Pay Records Clerks

Monthly Average Pay Accounts for Organized Reservists in a Drill Status	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
400 - 525	1					1	
526 - 1050	2				1	1	
1051 - 1600	3			1	1	1	
1601 - 2150	4			1	1	1	1
2151 - 2700	5		1	1	1	1	1
2701 - 3275	6		1	1	1	1	2
3276 - 3850	7		1	1	1	2	2
3851 - 4425	8		1	1	2	2	2
4426 - 5000	9		1	1	2	2	3
5001 - 5600	10	1	1	1	2	2	3
5601 - 6200	11	1	1	1	2	3	3
6201 - 6800	12	1	1	2	2	3	3
6801 - 7400	13	1	1	2	2	3	4
7401 - 8000	14	1	1	2	2	4	4
8001 - 8625	15	1	2	2	2	4	4

Figure 28-4 (Continued)

Monthly Average Pay Accounts for Organized Reservists in a Drill Status	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
8626 - 9250	16	1	2	2	3	4	4
9251 - 9875	17	1	2	3	3	4	4
9876 - 10500	18	1	2	3	3	4	5
10501 - 11125	19	1	2	3	4	4	5
11126 - 11750	20	1	3	3	4	4	5
11751 - 12400	21	1	3	3	4	5	5
12401 - 13050	22	1	3	4	4	5	5
13051 - 13700	23	1	3	4	4	5	6
13701 - 14350	24	1	3	4	5	5	6
14351 - 15000	25	2	3	4	5	5	6
15001 - 15650	26	2	3	4	5	6	6
15651 - 16300	27	2	3	5	5	6	6
16301 - 16975	28	2	3	5	6	6	6
16976 - 17650	29	2	3	5	6	6	7
17651 - 18325	30	2	3	5	6	7	7

c. Recruit Pay Accounts

FIGURE 28-5
Pay Records Clerks

Monthly Average Recruit Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
300 - 475	1					1	
476 - 950	2				1	1	
951 - 1450	3			1	1	1	
1451 - 1950	4			1	1	1	1
1951 - 2450	5		1	1	1	1	1
2451 - 3000	6		1	1	1	1	2
3001 - 3550	7		1	1	1	2	2
3551 - 4100	8		1	1	2	2	2
4101 - 4650	9		1	1	2	2	3
4651 - 5200	10	1	1	1	2	2	3
5201 - 5775	11	1	1	1	2	3	3
5776 - 6350	12	1	1	2	2	3	3
6351 - 6925	13	1	1	2	2	3	4
6926 - 7500	14	1	1	2	2	4	4
7501 - 8075	15	1	2	2	2	4	4

Figure 28-5 (Continued)

Monthly Average Recruit Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
8076 - 8650	16	1	2	2	3	4	4
8651 - 9250	17	1	2	3	3	4	4
9251 - 9850	18	1	2	3	3	4	5
9851 - 10450	19	1	2	3	4	4	5
10451 - 11050	20	1	3	3	4	4	5
11051 - 11650	21	1	3	3	4	5	5
11651 - 12250	22	1	3	4	4	5	5
12251 - 12850	23	1	3	4	4	5	6
12851 - 13475	24	1	3	4	5	5	6
13476 - 14100	25	2	3	4	5	5	6
14101 - 14725	26	2	3	4	5	6	6
14726 - 15350	27	2	3	5	5	6	6
15351 - 15975	28	2	3	5	6	6	6
15976 - 16600	29	2	3	5	6	6	7
16601 - 17250	30	2	3	5	6	7	7
17251 - 17900	31	2	4	5	6	7	7
17901 - 18550	32	2	4	6	6	7	7
18551 - 19200	33	2	4	6	6	7	8
19201 - 19850	34	2	4	6	7	7	8
19851 - 20400	35	3	4	6	7	7	8
20401 - 21050	36	3	4	6	7	8	8
21051 - 21700	37	3	4	7	7	8	8
21701 - 22350	38	3	4	7	7	8	9
22351 - 23000	39	3	4	7	8	8	9
23001 - 23650	40	3	5	7	8	8	9
23651 - 24300	41	3	5	7	8	9	9

28002 MOS 3431

1. Security Forces

a. One (1) voucher clerk (MOS 3431) for 150 travel vouchers paid or major fraction thereof.

2. All other activities

FIGURE 28-6
Travel Expense Clerks

Figure 28-6 (Continued)

Monthly Average Travel Documents	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
150 - 450	1					1	
451 - 875	2				1	1	
876 - 1375	3			1	1	1	
1376 - 1900	4			1	1	1	1
1901 - 2450	5		1	1	1	1	1
2451 - 3000	6		1	1	1	1	2
3001 - 3550	7		1	1	1	2	2
3551 - 4100	8		1	1	2	2	2
4101 - 4650	9		1	1	2	2	3
4651 - 5200	10	1	1	1	2	2	3
5201 - 5750	11	1	1	1	2	3	3
5751 - 6300	12	1	1	2	2	3	3
6301 - 6850	13	1	1	2	2	3	4
6851 - 7425	14	1	1	2	2	4	4
7426 - 8000	15	1	2	2	2	4	4
8001 - 8575	16	1	2	2	3	4	4

28003 MOS 3441

1. Security Forces

a. One (1) voucher clerk (3441) for 200 public vouchers paid or major fraction thereof.

NOTE: Rank structure for Security Force disbursing clerks regardless of MOS is as follows:

MSGT - 8%
TSGT - 8%
SSGT - 11%
SGT - 19%
CPL - 24%
PVT - 30%

2. All other Activities

a. Payment of civilians

FIGURE 28-7

Monthly Average Civilians Paid	Total	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 550	1				1	
551 - 1300	2			1	1	
1301 - 2300	3		1	1	1	
2301 - 3550	4		1	1	1	1
3551 - 5000	5	1	1	1	1	1
5001 - 6700	6	1	1	1	1	2

b. Public vouchers

FIGURE 28-7

Monthly Average Public Vouchers Paid	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 400	1				1	1	
401 - 850	2				1	1	
851 - 1350	3			1	1	1	
1351 - 1875	4			1	1	1	1
1876 - 2425	5		1	1	1	1	1
2426 - 3000	6		1	1	1	1	2
3001 - 3600	7		1	1	1	2	2
3601 - 4225	8		1	1	2	2	2
4226 - 4875	9		1	1	2	2	3
4876 - 5550	10	1	1	1	2	2	3
5551 - 6250	11	1	1	1	2	3	3
6251 - 6950	12	1	1	2	2	3	3
6951 - 7700	13	1	1	2	2	3	4
7701 - 8450	14	1	1	2	2	4	4
8451 - 9225	15	1	2	2	2	4	4
9226 -10000	16	1	2	2	3	4	4

CHAPTER 29

CRITERIA FOR OCCUPATIONAL FIELD 35

29000 MOS 3516

29001 MOS 3531

CHAPTER 29

CRITERIA FOR OCCUPATIONAL FIELD 35

29000 MOS 3516

1. Security Forces

Automotive Maintenance personnel will not be provided.

29001 MOS 3531

1. Security Forces

Where CMC does not have management control - 1 Pvt, Motor Vehicle Operator

Where CMC does have management control - 1 Cpl and 1 Pvt, Motor Vehicle Operator

These allowances may be increased where separate security detachments must be supplied from main barracks.

2. Brigs operated by Marine Corps Activities

FIGURE 29-1

Average Prisoner Population	Motor Vehicle Operators
Less than 100	NONE
100 - 200	2
201 - 400	3
Over 400	4

3. Fire Departments

There will be two (2) truck drivers for each engine company. Rank distribution will be as follows:

SGT - 15%
CPL - 35%
PVT - 50%

CHAPTER 30

CRITERIA FOR OCCUPATIONAL FIELD 36

30000 MOS 3611

1. Commissioned Officer Messes

FIGURE 30-1

Steward Cook

Average Number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 40	1		1		2
41 - 70			1	1	2
71 - 100		1		2	3
101 - 130		1	1	2	4
131 - 165	1		1	3	5
166 - 200	1		2	3	6
201 - 235	1		2	4	7
236 - 270	1	1	2	4	8
271 - 310	1	1	2	5	9
311 - 350	1	1	3	5	10
351 - 400	1	1	3	6	11
401 - 450	1	1	3	7	12
451 - 500	1	2	3	7	13
501 - 550	1	2	3	8	14
551 - 600	1	2	4	8	15
601 - 650	1	2	4	9	16
651 - 700	1	2	4	10	17

2. Assignment of Stewards to FMF Staff Messes

FIGURE 30-2

General and Special Staff Section Heads of Field Rank	Steward Cook SSGT	SGT	CPL
0 - 15		1	1
16 - 24		1	1
25 - 34	1	1	1
35 up	1	1	2

3. Assignment of Stewards to Officer's Messes Afloat

FIGURE 30-3

Officers served	Steward Cook SSGT	SGT	CPL	PVT
Up to 17		1		
18 - 24		1		
25 - 34		1		1
35 - 44		1		1
45 - 59		1	1	1
60 - 74	1	1	1	
75 - 89	1	1	1	1

4. Assignment of Stewards to the Service of General Officers

FIGURE 30-4

	Steward Cook SSGT
Commandant	1
Lieutenant General	1
Major General	
Brigadier General	1

30001 MOS 3613

1. Commissioned Officer Messes

a. Steward Attendant (MESS)

FIGURE 30-5

Average Number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 25		1		1	2
26 - 50		1		2	3
51 - 75		1	1	2	4
76 - 100		1	1	3	5
101 - 125		1	2	3	6
126 - 150	1	1	2	4	7
151 - 175	1	1	2	4	8
176 - 200	1	1	2	5	9
201 - 240	1	1	3	5	10
241 - 280	1	2	3	5	11

FIGURE 30-5 (cont'd)

Average Number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
281 - 320	1	2	3	6	12
321 - 360	1	2	3	7	13
361 - 400	1	2	3	8	14
401 - 450	1	2	4	9	15
451 - 500	1	2	4	9	16

b. Steward Attendant (BOQ)

FIGURE 30-6

Average Number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			1		1
21 - 40			1	1	2
41 - 60		1		2	3
61 - 80		1		3	4
81 - 100		1	1	3	5
101 - 120		1	1	4	6
121 - 140		1	1	5	7
141 - 160		1	1	6	8
161 - 180		1	1	7	9
181 - 200		1	2	7	10
201 - 220		1	2	8	11
221 - 240		1	2	9	12
241 - 260		1	3	9	13
261 - 280		1	3	10	14
281 - 300		1	3	11	15
301 - 320		1	3	12	16
321 - 340		1	3	13	17
341 - 360	1	1	3	13	18
361 - 380	1	1	3	14	19
381 - 400	1	1	3	15	20
401 - 420	1	1	3	16	21
421 - 440	1	1	4	16	22
441 - 460	1	1	4	17	23
461 - 480	1	1	4	18	24
481 - 500	1	1	4	19	25

FIGURE 30-6 (cont'd)

Average Number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
501 - 520	1	2	4	19	26
521 - 540	1	2	4	20	27
541 - 560	1	2	4	21	28
561 - 580	1	2	4	22	29
581 - 600	1	2	5	22	30
601 - 620	1	2	5	23	31
621 - 640	1	2	5	24	32
641 - 660	1	2	5	25	33
661 - 680	1	2	5	26	34
681 - 700	1	2	5	27	35

2. Assignment of Stewards to FMF Staff Messes

FIGURE 30-7

General and Special Staff Section Heads of Field Rank	Steward Attendant SSGT	SGT	CPL	PVT
0 - 15		1	1	
16 - 24	1	1	1	
25 - 34	1	1	2	1
35 up	1	1	2	2

3. Assignment of Stewards to Officer's Messes Afloat

FIGURE 30-8

Officers Served	Steward Attendant SSGT	SGT	CPL	PVT
Up to 17			1	1
18 - 24			2	1
25 - 34			2	2
35 - 44			2	3
45 - 59			3	4
60 - 74	1		3	4
75 - 89	1		3	4

4. Assignment of Stewards to the Service of General Officers

FIGURE 30-9

	Steward Attendant	
	SSGT	SGT
Commandant	NONE	
Lieutenant General		1
Major General	1	
Brigadier General		1

30002 MOS 3619

1. Commissioned Officer Messes

FIGURE 30-10

Steward Chief

Average Number of meals served daily	MSGT	TSGT	TOTAL
0 - 40	NONE		0
41 - 100		1	1
101 - 190	1		1
191 - 340	1	1	2
341 - 440	1	2	3
441 Above	2	2	4

2. Assignment of Stewards to FMF Staff Messes

FIGURE 30-11

General and Special Staff Section Heads of Field Rank	Steward Chief	
	MSGT	TSGT
0 - 15	NONE	
16 - 24		1
25 - 34	1	
35 up	1	

3. Assignment of Stewards to the Service of General Officers

FIGURE 30-12

	Steward Chief	
	MSGT	TSGT
Commandant	1	2
Lieutenant General	1	
Major General		1
Brigadier General	NONE	

CHAPTER 34

CRITERIA FOR OCCUPATIONAL FIELD 55 - 58

34000 MOS 5502 (OFFICER)

34001 MOS 5511 - 5565

34002 MOS 5581

34003 MOS 5591

34004 MOS 5591 - 5597

34005 MOS 5593

34006 MOS 5597

34007 MOS 5802 (OFFICER)

CHAPTER 34

CRITERIA FOR OCCUPATIONAL FIELD 55 - 58

34000 MOS 5502 (OFFICER)

1. All Marine Corps Fields Bands

One Warrant Officer for each:

Basic Band Unit of 36
Basic Band Unit of 48
Dvision Band of 73

34001 MOS 5511 - 5565

1. Marine Corps Field Bands

a. Rank Breakdown

FIGURE 34-1

	Assistant Band Leader	MSGT	Bandsmen MSGT	TSGT	SSGT	SGT	CPL	PVT
Basic Band Unit of 36	1		1	2	4	10	10	7
Basic Band Unit of 48	1		1	2	7	13	14	8
Division Band of 73	2		2	4	8	21	20	14

b. Job Breakdown

FIGURE 34-2

	Asst Band Leader	Bandsman General	Clarinet	Flute & Piccolo	Saxo-phone	Coronet Trumpet	Baritone Euphonium
Band of 36	1	1	8	1	4	6	1
Band of 48	1	2	10	1	4	8	2
Band of 73	2	3	16	2	8	12	2

	French Horn Mellophone	Trombone	Tuba String Bass	Bass Drum	Snare Drum	Piano
Band of 36	3	4	2	1	2	1
Band of 48	4	5	3	1	4	1
Band of 73	6	8	4	2	4	2

c. The various possible combinations of ranks and jobs are not prescribed.

34002 MOS 5581

1. Marine Corps Field Bands

FIGURE 34-3

	Instrument Repairman TSGT
Basic Band Unit of 36	NONE
Basic Band Unit of 48	1
Basic Band Unit of 73	1

34003 MOS 5591

1. Security Forces

FIGURE 34-4

	Bugler	
	CPL	PVT
Barracks of 100 or more	1	1

(To be counted as supernumeraries in the computation of total supernumerary requirements)

2. Ground FMF

FIGURE 34-5

		Bugler		
	SSGT	SGT	CPL	PVT
Company HQ		NONE		
Battalion HQ			1	1
Regimental HQ (Arty & Service)		1		1
Regimental HQ (Inf)	1			1
Division HQ			1	1

3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

FIGURE 34-6

Bugler	
SGT	PVT
1	1

4. Other non-FMF permanent Stations with authorized strength over 325 and not authorized a Band or full time Drum and Bugle Corps.

Station HQ - 2 Pvts Bugler

34004 MOS 5591 - 5597

1. Basic Drum and Bugle Corps of 25

FIGURE 34-7

Rank Breakdown		Job Breakdown	
1	MSGT	1	Drum Major
2	TSGT	16	Buglers
3	SSGT	7	Drummers
4	SGT	1	Cymbalier
6	CPL		
9	PFC/PVT		

34005 MOS 5593

1. Security Forces NONE

2. Ground FMF

FIGURE 34-8

	Drummers		
	TSGT	SGT	PVT
Battalion HQ (Inf)			1
Battalion HQ (All other)		NONE	
Regimental HQ (Inf)		1	
Regimental HQ (Arty & Service)		NONE	
Division HQ	1		

3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

1 Cpl Drummer

4. Other non-FMF permanent stations with authorized strength over 325 and not authorized a band or full time drum and bugle corps.

Station HQ - 1 Cpl Drummer

34006 MOS 5597

1. Ground FMF

Division HQ - 1 MSgt Drum Major

34007 MOS 5802 (OFFICER)

1. Brigs

a. Where an activity operates a brig:

FIGURE 34-9

Average Prisoner Population	Brig Officer WO	Asst Brig Officer WO
30 - 200	1	
201 - 400		1
Over 400		2

One additional assistant brig officer, also a member of the operating command, should be provided for each additional separate branch brig with an average prisoner population exceeding 30 where facilities are not in the proximity of another branch or main brig.

b. Where an activity provides only the guard force: NONE

1 each - Preasident Naval War College
Flag rank commanders of shore activities who exercise immediate military command over Marine Security Forces

35010 MOS 9910 (OFFICER)

1. Security Forces

a. Commanding Officers

(1) Marine Barracks and Detachments (Naval Air Station)

0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

(2) Other Marine Barracks and Detachments

0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel

(3) District Marine Officers - Colonel

b. Executive Officers

One rank lower than Commanding Officer.

c. Guard Officers

(1) Guard Detachments

1 Lt/WO for each guard section or separate detachment with 35 or more guard personnel (not including brig).

1 Captain, Officer in Charge, in addition to Lt/WO, Guard Officer for guard section or separate detachments of 75 or more personnel (not including brig).

(2) Guard Companies and Platoons

(a) Whenever a Marine Barracks has two or more guard units which have 75 or more guard personnel each, these units will be organized as guard companies with 1 Captain, Company Commander each.

(b) Whenever a Guard Company has two or more sub-units which have 35 or more guard personnel each, the sub-units will be organized as guard platoons with 1 Lt/WO, platoon commander each.

d. Legal Officers

1 Lt for each established legal section.

e. Exchange Officers

1 Lt/WO for each established exchange at barracks with an authorized strength over 300.

2. Brigs

a. Where an activity operates a brig:

FIGURE 35-7

Average Prisoner Population	Brig Officer and Executive Officer MAJ	CAPT
Less than 201	NONE (additional duty assignment to an officer of operating activity or MOS 5802)	
201 - 400		1
Over 400	1	1

b. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine Officer supervision over Marine Security Guards will however be provided when the number of Marine guards exceeds 30.

3. Commissioned Officer Messes

a. Administrative Unit

FIGURE 35-8

Station Officer Load (USMC & USN)	Billet Designator (9910) MAJ	CAPT	LT
Less than 120	Additional duty basis only		
120 - 220			1 OinC & Treas
221 - 800		1 OinC	1 Treas
801 - 1800	1 OinC		2 Treas
Over 1800	1 OinC	1 Treas	1 Asst Treas
		1 Open Mess	1 BOQ Officer where numerous BOQ's are widely dispersed.

PART III

RANK STRUCTURE BY MOS AND OCCUPATIONAL FIELD

CHAPTER 36

OFFICER RANK STRUCTURE

36000 INTRODUCTION

36001 MOS 3402

36002 MOS 4002

CHAPTER 36

OFFICER RANK STRUCTURE

36000 INTRODUCTION

1. Marine Corps-wide application of the criteria in this manual results in the rank structures contained in subsequent tables. Individual commands' rank structure will not, however, necessarily resemble those shown in this chapter.

36001 MOS 3402

FIGURE 36-1

LTCOL
1.1%

MAJ
5.2%

CAPT
37.1%

LT/WO
56.6%

36002 MOS 4002

FIGURE 36-2

LTCOL
9.3%

MAJ
11.6%

CAPT
23.3%

LT/WO
55.8%

CHAPTER 37

ENLISTED RANK STRUCTURE

37000 INTRODUCTION

37001 MOS 0161

37002 MOS 2111

37003 OCCUPATIONAL FIELD 33

37004 MOS 3411

37005 MOS 3431

37006 OCCUPATIONAL FIELD 36

37007 OCCUPATIONAL FIELD 55

CHAPTER 37

ENLISTED RANK STRUCTURE

37000 INTRODUCTION

1. Marine Corps-wide application of the criteria in this manual results in the rank structures contained in subsequent tables. Individual commands' rank structure will not, however, necessarily resemble those shown in this chapter.

37001 MOS 0161

FIGURE 37-1

MSGT
2.8%

TSGT
3.2%

SSGT
7.3%

SGT
28.1%

CPL
35.0%

PVT
23.6%

37002 MOS 2111

FIGURE 37-2

MSGT
2.2%

TSGT
2.7%

SSGT
3.1%

SGT
23.7%

CPL
42.2%

PVT
26.2%

37003 OCCUPATIONAL FIELD 33

FIGURE 37-3

3311	3361	3371
MSGT* 5.6%	MSGT* 6.9%	MSGT* 3.8%
TSGT 6.6%	TSGT 9.8%	TSGT 8.7%
SSGT 12.2%	SSGT 15.5%	SSGT 14.5%
SGT 28.3%	SGT 25.9%	SGT 22.8%
CPL 36.3%	CPL 32.1%	CPL 34.9%
PVT 11.0%	PVT 9.8%	PVT 15.3%

* Includes a proportionate share of Food Service Technicians (MOS 3349)

37004 MOS 3411

FIGURE 37-4

MSGT
9.7%

TSGT
9.5%

SSGT
14.4%

SGT
17.4%

CPL
21.9%

PVT
27.1%

37005 MOS 3431

FIGURE 37-5

MSGT
7.1%

TSGT
10.7%

SSGT
12.5%

SGT
21.4%

CPL
32.2%

PVT
16.1%

37006 OCCUPATIONAL FIELD 36

FIGURE 37-6

MSGT 3619
3.3%

TSGT 3619
6.8%

SSGT 3611
6.2%

SGT 3611
6.2%

CPL 3611
6.7%

PVT 3611
9.3%

SSGT 3613
6.4%

SGT 3613
11.3%

CPL 3613
16.6%

PVT 3613
27.6%

FIGURE 37-7

Billet Rank Structure
(Established by Band and Field Music Criteria)

5511 - 5565*		5581	5597	
			1.2%	
			5591	5593
8.0%	MSGT	18.2%		
8.2%	TSGT	72.7%	.4%	.8%
16.0%	SSGT	9.1%	2.4%	.4%
26.7%	SGT		4.5%	2.8%
24.7%	CPL		28.2%	6.3%
16.3%	PVT		41.0%	12.0%

* All ranks fill various MOS except MOS 5519 which is filled by MSGT only.

PERSONNEL REQUIREMENTS CRITERIA MANUAL
U. S. MARINE CORPS
NAVMC 1130-A01

(Printed Change No. 2)

DEPARTMENT OF THE NAVY
HEADQUARTERS, U. S. MARINE CORPS
WASHINGTON, D. C. AUGUST 1957

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2. Upon the insertion of Printed Change No. 1, the pages listed on the reverse side of this sheet are in force. This list shall be used to verify the accuracy of the Personnel Requirements Criteria Manual and retained for reference until Printed Change No. 3 is published. Pages not listed on the reverse side of this sheet, shall be removed from the Personnel Requirements Criteria Manual and destroyed. In the list of effective pages, "0" is used to indicate a page from the original printing of the Personnel Requirements Criteria Manual, "1" indicates a page from Printed Change No. 1, etc. Pages found to be missing should be requisitioned from the Marine Corps Supply Activity, Philadelphia, Pennsylvania.

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1-3	0	4-10	2	8-12	2	13-1	2	25-1	0	30-4	1	35-9	2
1-4	1	4-11	2	9-1	0	13-3	2	25-3	0	30-5	1	35-10	2
1-5	0	5-1	0	9-3	0	13-4	2	25-4	2	30-6	1	35-11	2
1-6	0	5-3	2	9-4	2	13-5	2	25-5	2	30-7	1	PART III	1
1-7	1	5-4	1	10-1	1	13-6	2	27-1	0	30-8	1	36-1	2
2-1	1	5-5	2	10-3	0	14-1	2	27-3	2	31-1	0	36-3	2
2-3	1	6-1	0	10-4	0	14-3	2	27-4	2	31-3	0	36-4	2
2-4	1	6-3	0	10-5	0	PART II	1	27-5	2	31-4	0	37-1	2
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3-3	2	6-5	0	10-7	0	20-3	0	27-7	2	32-1	0	37-4	2
3-4	2	6-6	0	10-8	0	21-1	2	27-8	2	32-3	2	37-5	2
3-5	1	6-7	0	10-9	0	21-3	2	27-9	2	32-4	2	37-6	2
3-6	0	7-1	0	10-10	0	21-4	2	27-10	2	34-1	1		
3-7	0	7-3	0	10-11	2	21-5	2	28-1	1	34-3	2		
3-8	1	7-4	0	10-12	2	21-6	2	28-3	2	34-4	2		
3-9	2	8-1	0	11-1	1	21-7	2	28-4	1	34-5	2		

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CHAPTER 3

MESSES, CLUBS AND STEWARD CRITERION

3000 COMMISSIONED OFFICER MESS SECTION

3001 ADMINISTRATIVE UNIT

3002 OPEN MESS UNIT

3003 CLOSED MESS UNIT

3004 BOQ UNIT

3005 STEWARD ASSIGNMENTS TO FMF STAFF MESSES

3006 STEWARD ASSIGNMENTS TO OFFICER'S MESSES AFLOAT

3007 STEWARD ASSIGNMENTS TO GENERAL OFFICERS

3008 STAFF NONCOMMISSIONED OFFICER CLUBS

3009 ENLISTED CLUBS

3010 HOSTESS HOUSES

3011 ADDITIONAL PERSONNEL

CHAPTER 3

MESSES, CLUBS AND STEWARD CRITERION

FUNCTION - Commissioned Officer Mess (Open, Closed, and Staff), Staff Non-commissioned Officer Clubs, Enlisted Clubs, Hostess Houses, and Steward Assignments

TYPE UNIT - Any permanent Marine Corps Installation

3000 COMMISSIONED OFFICER MESS SECTION

1. One Commissioned Officer Mess Section will be allotted to each activity, base, or station operating an "open" and/or "closed" mess authorized by CMC.

2. Each section will be composed of (1) supervisory and administrative personnel for the handling of functions pertaining to its subordinate units, (2) one or more "open" and/or "closed" mess units as may be in operation and authorized by CMC, and (3) one or more BOQ units as may be in operation.

3001 ADMINISTRATIVE UNIT

FIGURE 3-1

Station Officer Load (USMC & USN)	Billet Designator 9910			MOS 4111		MOS 0141	
	MAJ	CAPT	LT	SSGT	SGT	CPL	CPL
Less than 120		Additional duty basis only		1			
120 - 220			1 OinC & Treas			1	
221 - 800		1 OinC	1 Treas		1		1
801 - 1800	1 OinC		2 Treas	1			1
Over 1800	1 OinC	1 Treas Open Mess	1 Asst Treas Open Mess	1		1	1
		1 OinC Open Mess					

NOTES: 1. Officer in Charge is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit.

2. Station Officer load is monthly average of 3 months most recent actual and 3 following months estimated on board strengths.

3002 OPEN MESS UNIT

1. This activity must be operated insofar as possible by civilians paid from activity funds (MCM 19055). If the assignment of billets to military personnel is necessary as the result of conditions peculiar to a particular mess, it must be supported by full justification therefor.

3003 CLOSED MESS UNIT

1. The mess officer will be assigned on an additional duty basis.

2. It is intended that the only enlisted personnel assigned this activity be stewards.

Breakdown by rank by MOS of criteria for Steward
Assignments to Commissioned Officer Mess (Closed)

FIGURE 3-2

MOS 3619 - Steward Chief

Average number of meals served daily	MSGT	TSGT	TOTAL
0 - 40	0	0	0
41 - 100	0	1	1
101 - 190	1	0	1
191 - 340	1	1	2
341 - 440	1	2	3
441 - Above	2	2	4

FIGURE 3-3

MOS 3611 - Steward Cook

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 40	1		1		2
41 - 70			1	1	2
71 - 100		1		2	3
101 - 130		1	1	2	4
131 - 165	1		1	3	5
166 - 200	1		2	3	6
201 - 235	1		2	4	7
236 - 270	1	1	2	4	8
271 - 310	1	1	2	5	9
311 - 350	1	1	3	5	10

3008 STAFF NONCOMMISSIONED OFFICER CLUBS

1. A Staff Noncommissioned Officer Club Section is authorized each activity, base or station operating one or more clubs authorized by the Commandant of the Marine Corps. Where more than one club is operated, the criterion may be applied separately for each club and a table of organization unit will be authorized each club within the Staff Noncommissioned Officer Club Section.

FIGURE 3-9

Station Staff NCO Load Serviced (USMC & USN)	Manager/Treasurer & Asst Treasurer 4131			Asst Manager 3371	Bookkeeper 4111		
	MSGT	TSGT	SSGT	TSGT	SSGT	SGT	TOTAL
Less than 120	NONE				1		1
120 - 500		1		1			2
501 - 1300		1		1		1	3
Over 1300	1		1	1		1	4

3009 ENLISTED CLUBS

1. One Enlisted Club Section is authorized each activity, base or station operating one or more clubs authorized by the Commandant of the Marine Corps.

FIGURE 3-10

Station Enlisted Load	Manager/Treasurer 4131		Asst Manager 4131			Bookkeeper 4111		
	MSGT	TSGT	SSGT	SGT	CPL	SSGT	SGT	TOTAL
Less than 500	NONE					1		1
501 - 1500		1					1	2
1501 - 5000	1			1			1	3
Over 5000	1		1		1		1	4

3010 HOSTESS HOUSES

1. One Hostess House Section may be authorized each activity, base, or station operating a Hostess House authorized by the Commandant of the Marine Corps. Each Hostess House whose operations are of such a magnitude to warrant it may be authorized one Lt, 9910, Officer in Charge. Otherwise the officer in charge will be assigned as additional duty. Other military billets are dependent upon the individual characteristics of this facility and must be separately justified.

3011 ADDITIONAL PERSONNEL

1. These activities must be operated insofar as possible by civilians paid from activity funds (MCM 19101). If the assignment of additional billets to military personnel is necessary as the result of conditions peculiar to a particular mess, it must be supported by full justification therefor.

CHAPTER 4

FOOD SERVICES CRITERION

FUNCTION - Food Service Facilities
TYPE UNIT - All units except Security Forces

4000 INTRODUCTION

1. The following criterion provides for the complete operation of food service facilities, including pastry baking, meat cutting, and bread baking, for all FMF and non-FMF organizations with the exception of the Security Forces which are covered by separate criterion.

4001 FOOD SERVICES OFFICERS (MOS 3302 and 3310)

1. Activities having a Consolidated Mess System (see paragraph 51152 MCM).

a. Normally one (1) Food Services Inspector and one (1) Mess Administrator will be authorized for those activities having a consolidated mess system. Where there is sufficient justification there may be one (1) Assistant Mess Administrator at larger activities.

b. Marine Corps Air Stations to which a Marine Air Wing is attached will be authorized a Mess Administrator only.

c. One (1) Food Services Inspector and one (1) Mess Administrator will be authorized for each Marine Division and each Marine Air Wing.

2. Other Marine Corps Activities

a. Normally one (1) Mess Administrator will be authorized for the food services program of the larger posts or stations that do not have a Consolidated Mess System and which serve over 350 rations daily.

3. The assignment of officers for duty in operating a unit mess hall will be on an additional duty basis only.

4. In addition to the above, the following food services officers are also authorized:

a. Marine Corps Supply School, Camp Lejeune	4
Food Services Inspector	(2)
Mess Administrator	(2)
b. Supply Department,	
Headquarters Marine Corps	1
Food Services Inspector	(1)
c. Food Demonstration Teams,	
East and West Coast	2
Food Services Inspector	(2)

5. Bakery Officers (MOS 3310)

a. One Warrant Officer (MOS 3310) will be assigned to Marine Corps activities operating a commercial-type bakery.

b. One Warrant Officer (MOS 3310) will be assigned to each authorized Bakery Platoon in the Fleet Marine Force.

4002 MESSMEN

1. Messmen and messwomen will be assigned generally as additional duty as follows (see also Paragraph 7164 MCM for assignment policies).

a. Family Style Mess - One (1) messman per twenty (20) enlisted personnel subsisted. If after computation a remainder of 11 or more results an additional messman for messes of less than 120 is authorized. For a ration strength of less than 20, 1 messman is authorized.

b. Cafeteria Style Mess - One (1) messman per thirty (30) enlisted personnel subsisted. If after computation a remainder of 16 or more results an additional messman for messes of less than 120 is authorized. For a ration strength of less than 30, 1 messman is authorized.

c. Women's Mess - Messwomen will be assigned to messhalls serving women only in the ratio prescribed for family style messes. In addition one messman "heavy-lifter" is authorized for every 200 women subsisted or fraction thereof.

NOTE: Where personnel are served both family style and cafeteria style within one mess, messmen will be assigned as for a cafeteria style mess.

4003 COOKS (MOS 3371), BAKERS (MOS 3311), MEAT CUTTERS (MOS 3361), AND FOOD SERVICE TECHNICIANS (MOS 3349)

1. Figure 4-1 provides for the assignment of cooks and food service technicians for all messes. For those activities not operating a central bakery or butcher shop, it also provides bakers and meat cutters.

2. Figure 4-2 and 4-3 provide bakers and meat cutters for activities where a central bakery and/or butcher shop is operated and replace the appropriate parts of Figure 4-1.

3. Figure 4-4 contains criteria for a Bakery Platoon. Baked goods for Ground FMF units will be provided either by central facilities operated by the Base at which the units are located, or by a supporting Bakery Platoon. No other bakers will be provided in Ground FMF T/O's.

4. Figure 4-5 provides bakers for Air FMF units.

5. All FMF units will be assigned on the assumption 100% of total strength will be served rations, and all meat cutters will be deleted from FMF T/O's.

4004 DEFINITIONS

1. For application of this criteria, the following definitions are used:

a. Ration - One (1) ration is equivalent to three (3) meals per day computed in accordance with Marine Corps Order 10112.3, i.e. 26% for breakfast; 41% for dinner; 33% for supper. The average number of daily rations shall be based on a six month period.

FIGURE 4-1 (cont'd)

Average number rations served daily	Title	MOS	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT
			29						
1246 - 1515	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(20)		1	2	5	9	3
	BAKER	3311	(4)			1	1	2	
	MEAT CUTTER	3361	(4)			1	1	2	
			32						
1516 - 1785	F. S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(23)		1	3	6	10	3
	BAKER	3311	(4)		1	1	1	1	
	MEAT CUTTER	3361	(4)			1	1	2	
			35						
1786 - 2055	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(26)	1	2	3	6	11	3
	BAKER	3311	(4)		1	1	1	1	
	MEAT CUTTER	3361	(4)			1	1	2	
			41						
2056 - 2415	F.S.TECHNICIAN	3349	(1)	1					
	COOK	3371	(30)	1	2	3	6	14	4
	BAKER	3311	(5)	1		1	1	2	
	MEAT CUTTER	3361	(5)		1		1	2	1
			48						
2416 - 2865	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(35)	1	2	4	8	16	4
	BAKER	3311	(6)	1		1	1	2	1
	MEAT CUTTER	3361	(6)		1	1	1	2	1
			53						
2866 - 3315	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(39)	1	2	5	9	17	5
	BAKER	3311	(7)	1		1	2	2	1
	MEAT CUTTER	3361	(6)	1		1	1	2	1
			64						
3316 - 4215	F.S. TECHNICIAN	3349	(1)	1					
	COOK	3371	(46)	1	3	6	10	20	6
	BAKER	3311	(9)	1	1	1	2	2	2
	MEAT CUTTER	3361	(8)	1		1	2	2	2
			76						
4216 - 5115	F.S. TECHNICIAN	3349	(2)	2					
	COOK	3371	(54)	1	3	8	11	24	7
	BAKER	3311	(10)	1	1	1	2	3	2
	MEAT CUTTER	3361	(10)	1	1	1	2	3	2

CENTRAL BAKERY
(COMMERCIAL-TYPE ONLY)

Figure 4-2

BREAD UNIT

Pounds Produced Per 8-Hour Shift	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			3311				
Up to - 2000	14	1	1	1	2	4	5
2001 - 2415	15	1	1	2	2	4	5
2416 - 2830	16	1	2	2	2	4	5
2831 - 3245	17	1	2	2	3	4	5
3246 - 3660	18	1	2	3	3	4	5
3661 - 4075	19	1	3	3	3	4	5
4076 - 4490	20	2	3	3	3	4	5
4491 - 5240	21	2	3	3	3	4	6
5241 - 5990	22	2	3	3	4	4	6
5991 - 6740	23	2	3	4	4	4	6
6741 - 7490	24	2	4	4	4	4	6
7491 - 8240	25	2	4	4	4	5	6
8241 - 8990	26	2	4	4	4	6	6
8991 - 9740	27	2	4	4	5	6	6
9741 - 10490	28	2	4	5	5	6	6
10491 - 11990	29	2	4	5	5	7	6
11991 - 13490	30	2	4	5	6	7	6
13491 - 15000	31	2	4	5	6	7	7
15001 - 16500	32	2	4	5	6	8	7

Figure 4-3

PASTRY UNIT

Pounds Produced Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Up to - 100	1				1		
100 - 200	2				1	1	
201 - 300	3			1	1	1	
301 - 400	4			1	1	1	1
401 - 500	5			1	1	2	1
501 - 715	6			1	2	2	1
716 - 930	7		1	1	2	2	1
931 - 1145	8		1	1	2	3	1
1146 - 1360	9		1	1	2	3	2
1361 - 1575	10		1	1	3	3	2

FIGURE 4-3 (cont'd)

Pounds Produced Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			3311				
1576 - 1790	11	1	1	1	3	3	2
1791 - 2005	12	1	1	2	3	3	2
2006 - 2230	13	1	1	2	3	4	2
2231 - 2455	14	1	1	2	3	4	3
2456 - 2680	15	1	1	2	4	4	3
2681 - 2905	16	1	1	2	4	5	3
2906 - 3130	17	1	1	2	4	5	4
3131 - 3355	18	1	2	2	4	5	4
3356 - 3580	19	1	2	3	4	5	4
3581 - 3805	20	1	2	3	5	5	4
3806 - 4045	21	1	2	3	5	6	4
4046 - 4285	22	1	2	3	5	6	5
4286 - 4525	23	1	2	3	6	6	5
4526 - 4765	24	1	2	3	6	7	5
4766 - 5005	25	2	2	3	6	7	5
5006 - 5245	26	2	2	3	6	7	6
5246 - 5485	27	2	2	4	6	7	6
5486 - 5725	28	2	2	4	7	7	6
5726 - 6050	29	2	2	4	7	8	6
6051 - 6375	30	2	3	4	7	8	6
6376 - 6700	31	2	3	4	7	8	7
6701 - 7025	32	2	3	4	8	8	7
7026 - 7350	33	2	3	4	8	9	7
7351 - 7675	34	2	3	4	8	9	8
7676 - 8000	35	2	3	4	9	9	8
8001 - 8325	36	2	3	4	9	10	8
8326 - 8650	37	2	3	5	9	10	8
8651 - 8975	38	2	3	5	9	10	9
8976 - 9300	39	2	3	5	10	10	9
9301 - 9625	40	2	4	5	10	10	9
9626 - 9950	41	2	4	5	10	11	9
9951 - 10275	42	2	4	5	10	11	10
10276 - 10600	43	2	4	5	11	11	10
10601 - 10925	44	2	4	5	11	12	10
10926 - 11250	45	2	4	6	11	12	10
11251 - 11575	46	2	4	6	11	12	11
11576 - 11900	47	2	4	6	12	12	11
11901 - 12225	48	2	4	6	12	13	11
12226 - 12550	49	2	4	6	12	13	12
12551 - 12875	50	2	4	6	13	13	12

FIGURE 4-3 (cont'd)

Pounds Produced Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			3311				
12876 - 13200	51	2	4	7	13	13	12
13201 - 13600	52	2	4	7	13	14	12
13601 - 14000	53	2	5	7	13	14	12

FIGURE 4-4

Central Butcher Shop

Average Number rations served daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Up to - 3000	6		1	1	1	2	1
3001 - 3500	7		1	1	2	2	1
3501 - 4000	8		1	1	2	3	1
4001 - 4500	9		1	1	3	3	1
4501 - 5000	10	1	1	1	3	3	1
5001 - 5625	11	1	1	1	3	4	1
5626 - 6250	12	1	1	2	3	4	1
6251 - 6875	13	1	1	2	4	4	1
6876 - 7500	14	1	1	2	4	5	1
7501 - 8125	15	1	1	2	4	5	2
8126 - 8750	16	1	1	2	5	5	2
8751 - 9375	17	1	1	2	5	6	2
9376 - 10000	18	1	1	3	5	6	2
10001 - 10910	19	1	1	3	6	6	2
10911 - 11820	20	1	1	3	6	7	2
11821 - 12730	21	1	1	3	7	7	2
12731 - 13640	22	1	1	4	7	7	2
13641 - 14550	23	1	1	4	7	7	3
14551 - 15460	24	1	1	4	7	8	3
15461 - 16370	25	1	1	4	8	8	3
16371 - 17280	26	1	1	4	8	9	3
17281 - 18190	27	1	1	4	9	9	3
18191 - 19100	28	1	1	4	9	9	4
19101 - 20010	29	1	1	5	9	9	4
20011 - 22232	30	1	1	5	9	10	4

FIGURE 4-4 (cont'd)

Average Number rations served daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			3361				
22233 - 24454	31	1	1	5	10	10	4
24455 - 26676	32	1	1	6	10	10	4
26677 - 28898	33	1	1	6	10	11	4
28899 - 31120	34	1	1	6	10	11	5
31121 - 33342	35	1	1	7	10	11	5
33343 - 35564	36	1	1	7	10	12	5
35565 - 37786	37	1	1	7	11	12	5
37787 - 40000	38	1	1	8	11	12	5

FIGURE 4-5

Bakery Platoon

1. The Bakery Platoon will be staffed on the basis of one enlisted baker (3311) for every 360 personnel served.

2. This allowance provides sufficient personnel for the making of bread, donuts, and ice cream only. The criteria does not include personnel for functions performed by other occupational fields.

FIGURE 4-6

Bakers for Air FMF

T/O Strength of Marine Air Group	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
Less than 1140	3			1	1	1	
1141 - 1465	4			1	1	2	
1466 - 1790	5		1		1	2	1
1791 - 2115	6		1	1	1	2	1
2116 - 2440	7	1		1	2	2	1
2441 - 2765	8	1	1	1	2	2	1
Over 2765	9	1	1	1	2	2	2

NOTE: These personnel will be assigned to Marine Air Base Squadrons.

CHAPTER 5

INSPECTOR-INSTRUCTOR STAFF CRITERION

FUNCTION - Inspector-Instructor Staffs
TYPE UNIT- Reserve Ground Units (Male)

5000 COMMAND BILLETS

1. FIGURE 5-1

Reserve Unit T/O Strength	Inspector-Instructor	Asst I&I	Sgt Maj 0099	First Sgt 0098
All Special Inf Cos	1			1
75 - 168	1	1		1
169 - 327	1	1		1
Over 327	1	1	1	

2. Rank of Inspector-Instructor will be equal to that of the reserve unit Commanding Officer. The MOS of the Inspector-Instructor and the Assistant will be that most suitable to the specialty of the unit.

5001 PERSONNEL ADMINISTRATION BILLETS

FIGURE 5-2

Reserve Unit T/O Strength	SSGT 0141	SGT 0141	SGT 0151
All Special Inf Cos	1	1	
75 - 168	1		
169 - 327	1	1	
Over 327	1	1	1

5002 SUPPLY ADMINISTRATION BILLETS

FIGURE 5-3

	MSGT 3049	TSGT 3049	SGT 3041
Separate Reserve Company	*	1	1**
Reserve Battalion	1		1

*Where justification exists that a company's account is beyond the normal capability of a TSgt to handle a MSgt billet may be established in lieu thereof.

**This billet not authorized in Special Infantry Companies.

5003 INSTRUCTORS AND EQUIPMENT MAINTENANCE MEN BILLETS

1. MOS - In accordance with the MOS needs of the particular type reserve unit to be trained or equipment to be maintained.

2. Rank - MSGT/TSGT for unit gunnery sergeant and/or overall specialty chief.
MSGT/TSGT secondary specialty chief instructors or equipment technicians.
SSGT/SGT specialty and/or sub-specialty instructors or equipment technicians.
Below SGT will not be used.

3. Numbers - Sufficient that when added to the requirements shown above the I&I staff will be filled to an enlisted strength of no more than:

7 - Special Infantry Cos.
8 - Rifle, Amph Tractor, Truck, and Supply Cos.
9 - Arty Btrys, Air Delivery, Ord Fld Maint (Arty & AAA), Automotive Fld Maint, Comm, Engineer, Shore Party, Tank, Armored Amphib, Cargo Cos. and Spec Inf Bns.
10 - Auto Wpns Btrys, Arty, Amph Tractor, Inf, Wpns, MT Bns and Ord Fld Maint Co (Trac Veh, SA Fc & Instr repair).
11 - 90MM AAA, Depot Supply, 4.5 rocket and Tank Bns.
12 - AAA&AW Bn Mobile, Eng Bn and Truck Co-Spec Inf. Co.
13 - Comm Bn.
15 - ANGLICO - Comm Electr Maint Co

5004 AUGMENTATIONS

1. The regular I&I staffs formed from paragraphs 5000-5003 above may be augmented as follows:

a. Facility Maintenance Billets

(1) I&I staffs of reserve units located at a permanent regular military installation require no maintenance personnel.

(2) Other I&I staffs of reserve units (off military base) require the following maintenance personnel:

	Cpl, Construction Man (1371)
Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq. ft. or 15,000 sq. ft. plus 2 acres or more of grounds.	1

Joint Training Center indoor MCR exclusive space in excess of 40,000 sq. ft. plus 5 acres or more of grounds.	2
MCRTC with an indoor area in excess of 20,000 sq. ft. or 10,000 sq. ft. plus 2 acres or more of grounds.	1
MCRTC with an indoor area in excess of 40,000 sq. ft.	2

b. Consolidated and centralized clothing issue sites.

Personnel (3041) required for sites serving an entire MCR&RD to be determined on basis of workload justification in each case.

CHAPTER 8

SECURITY FORCE CRITERION

FUNCTION - Security and Support
TYPE UNIT - Marine Security Forces less Retraining Commands (For Security Function in commands other than the Security Forces see criteria for MOS 8151)

8000 COMMISSIONED OFFICERS - 9910

1. Commanding Officers

a. Marine Barracks and Detachments (Naval Air Station)

0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

b. Other Marine Barracks and Detachments

0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel (MOS 9906 or 9907)

c. District Marine Officers - Colonel (MOS 9906)

2. Executive Officers

a. One rank lower than Commanding Officer.

3. Guard Officers

a. Main Guard (Billetted at Barracks Headquarters)

Total Number of Guard Personnel	Designation	Capt	Lt/WO
1 - 34	Section	NONE	
35 - 74	Section		1
75 - 110	Company	1	1
111 - 150	Company w/platoons	1	2
151 - 195	Company w/platoons	1	3
196 - 240	Company w/platoons	1	4
241 - 285	Companies w/platoons	2	4*

* One (1) Lt/WO for each 45 additional men

b. Separated Detachments

(1) Those activities having guard personnel that are permanently billetted, or located, a distance of 10 or more road miles from the parent activity will add "Detached" to the designation and apply separately the criteria above.

(2) Those activities having guard personnel that are permanently billetted, or located, a distance of less than 10 miles from the parent activity will consider these personnel as part of the main guard.

8001 SERGEANT MAJOR/FIRST SERGEANT

1. Marine Barracks - Sergeant Major (0099)

2. Marine Detachment - First Sergeant (0098)

8002 GUARD PERSONNEL

1. Six privates (8151) per 24 hour guard post. For guard posts less than 24 hours:

FIGURE 8-1

Number hours manned per guard post	Number Privates per post
Less than 4	0
4 - 5	1
6 - 9	2
10 - 13	3
14 - 17	4
18 - 21	5
22 - 24	6

2. Six Corporals (8151) per guard.

3. Three Sergeants (8151) per guard.

4. Guard Chief/Training NCO (8151):

FIGURE 8-2

Rank	Guard Section Strength
SSGT	1 - 25
TSGT	26 - 75
MSGT	76 -

NOTE: Guard sections with a strength of 50 or more will be provided a SSGT (8151), Guard NCO, in addition to the allowances provided above.

8003 SUPERNUMERARIES AND FIELD MUSICS

1. Private supernumeraries to equal 10% (for overseas units, 11%) of enlisted T/O strength in units of 100 or less. No "non-effective" billets to be provided. For units of more than 100, guard supernumeraries to be 10% (or 11%) of guard section strength to include brig sections. Two field music buglers (5591, Cpl/Pvt) will be provided for barracks of 100 or more and will be counted in the number of supernumeraries. Where such field musics are provided, the allowance of supernumeraries, as computed by the above formula, will be reduced correspondingly.

2. Where CMC has management control and maintenance billets are designated, the above allowances will be reduced by the number of designated maintenance billets (see paragraph 8010).

8004 BRIG PERSONNEL

1. See Brig Criteria.

8005 MILITARY POLICE

1. Marine Corps participation in Armed Services police forces is commensurate with the relative size and number of installations and Marines stationed or traveling in the vicinity in relation to other participating services. Assignment of these personnel is the responsibility of the local command and should be separately justified.

8006 ADMINISTRATIVE AND CLERICAL PERSONNEL

1. The following criteria for administrative and clerical billets include only those that involve the overall command and personnel administration of the security organization and not those that exist for the administrative support of a particular section only such as the Supply Section, Special Services Section or Maintenance Section.

2. A basic criterion for assignment of administrative and clerical billets for security organizations is shown in Figure 8-3, below. The criterion established is designed to handle routine administrative load. It should be augmented as indicated in subsequent paragraphs and succeeding tables to accomplish added work load encountered under specific situations.

FIGURE 8-3

Basic Criterion

Authorized Strength	0130 LT/WO	MSGT	TSGT	0141 SSGT	SGT	CPL	PVT	Total OFF and ENL
0 - 35			1					1
36 - 100			1			1		2
101 - 150			1		1		1	3
151 - 200			1		1	1	1	4
201 - 300	1		1		1	2	1	1 - 5
301 - 400	1		1		1	3	1	1 - 6
401 - 500	1	1			3	3	1	1 - 8
501 - 600	1	1		1	2	3	*2	1 - 9

*1 additional authorized for each 60 man increase over 600.

3. Supplemental Augmentation for Situational Requirements

a. One SGT 0131, Stenographer, will be authorized for units with T/O strength of 100 or more having special court-martial convening authority except where a Legal Section has been authorized by HQMC.

b. A Legal Section will be added for units designated by HQMC, the Section to consist of 1 Lt, 9910; 1 TSGT, 0121; 1 SGT, 0131 (or MOS 0121 if transcribing-recording equipment has been issued to the organization).

c. Where a Postal Section is justified and approved by the CMC, the following personnel are authorized:

T/O Strength	
Less than 500	1 Sgt 0161
	1 Cpl 0161
Over 500	1 Sgt 0161
	2 Cpl 0161

d. Geographically Displaced Units - Organizations having a continuous requirement for a separate guard or other sub-unit of 35 or more men displaced geographically will be allowed additional administrative personnel for the sub-unit in accordance with the following scale:

Size of displaced Unit	Additional Personnel
35 - 100	1 Cpl 0141
101 - 200	1 Sgt 0141
	1 Pvt 0141

e. Non-chargeables - Organizations responsible for processing non-chargeable personnel (personnel who join the command or unit but who are not involved in performing the mission of that organization, such as students, prisoners, personnel carried for administrative purposes while hospitalized, awaiting further transfer, or awaiting separation) will be augmented as shown in Figure 8-4 and 8-5 below. Statistics will be developed by continual manual check of unit diaries or reports from units concerning monthly average of non-chargeables processed.

FIGURE 8-4

Augmentation of Organizations responsible
for administering non-chargeables

OFFICERS

Number Non-Chargeables Administered (monthly average)	MAJ	CAPT	LT/WO	TOTAL
Less than 50		NONE		0

FIGURE 8-4 (Cont'd)

OFFICERS

Number Non-Chargeables Administered (monthly average)	MAJ	CAPT	LT/WO	TOTAL
50 - 500			1	1
501 - 1500			2	2
1501 - 2500		1	2	3
2501 - 4000	1		3	4
Over 4000				

FIGURE 8-5

ENLISTED

Number Non-Chargeables Administered (monthly average)	MSGT	0141 TSGT	SSGT	SGT	0151 SGT	0141 CPL	0151 CPL	0161 CPL	0141 PVT	TOTAL
Less than 20				NONE						0
20 - 50						1				1*
200		1		1		1			1	4*
500	1		1	2	1	2		1	2	10*
1000	1	1	2	4	1	6		1	4	20*
1750	1	2	4	7	1	10	1	1	8	35*
2750	2	3	6	12	2	15	1	2	12	55*
4000	3	5	8	17	2	21	2	3	19	80*

* One (1) additional 0141 authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

f. Investigators - Investigators (0111) will be assigned to security force activities requiring such personnel when justified to and approved by CMC.

8007 EXCHANGE PERSONNEL

1. When an approved exchange is operated by the command, the following personnel are authorized:

FIGURE 8-6

Authorized Strength	9910 WO/LT	TSGT	SSGT	4131 SGT	CPL	PVT/PFC	Total OFF and ENL
0 - 80				1	1*		2
81 - 180			1	1	1*		3
181 - 300		1		1	1	1*	4
301 - 450	1	1		1	1	2*	1 - 5
451 - 600	1	1	1	1	1	2*	1 - 6

* Additional duty for authorized projectionist if provided.

NOTE: 1. One additional Cpl (4131) will be authorized for each branch in addition to the central post exchange.

2. Barber billets will not be established in Non-FMF activities unless inaccessability of civilian barber facilities or inability to procure civilian barbers can be justified. Barber billets justified in accordance with the above will be authorized one (1) MOS 8941 per 160 men.

8008 SUPPLY PERSONNEL

1. Unit Supply Officers

Captain - 3010 - MB commanded by Colonel.

Lieutenant - 3010 - MB commanded by LtColonel (assigned only when CMC has management control).

2. Supply Personnel (OF 30) - See either a or b below.

a. Marine Corps Mess

(See Figure 8-7 on next page.)

FIGURE 8-7

Authorized Strength	Supply Administrative Chief 3049		Supply Administrative Clerk 3041			Commissary Supply Clerk 3061	Unit Stockman 3011		TOTAL
	MSGT	TSGT	SSGT	SGT	CPL	CPL	CPL	PVT	
0 - 50		1		1		1			3
51 - 100		1		1		1	1		4
101 - 200	1			1	1	1	1	1	6
201 - 300	1		1	1	1	1	1	1	7
301 - 400	1		1	2	1	1	1	1	8
401 - 500	1	1	1	2	1	1	1	1	9
501 - 600	1	1	1	2	2	1	1	1	10

b. Navy Mess

FIGURE 8-8

Authorized Strength	3049		3041			3011		TOTAL
	MSGT	TSGT	SSGT	SGT	CPL	CPL	PVT	
0 - 50			1		1			2
51 - 100			1	1		1		3
101 - 200		1		1	1	1	1	5
201 - 300	1		1	1	1	1	1	6
301 - 400	1		1	2	1	1	1	7
401 - 500	1	1	1	2	1	1	1	8
501 - 600	1	1	1	2	2	1	1	9

3. Augmentations

a. Where the Commandant of the Marine Corps determines that there is unusual clothing issue activity, the following additional personnel may be authorized:

1	SGT	3011	Unit Stockman
1	CPL	3041	Supply Adm. Clerk

b. Where the Commandant of the Marine Corps determines that there is unusual activity in Shipping and Receiving of Household Effects or Government Property, the following additional personnel may be authorized:

1	SSGT	3121	Freight Transportation Clerk
1	CPL	3051	Warehouseman

c. Civilians with equivalent job titles may be substituted for military personnel as follows:

MSGT	-	GS 7 or 8
TSGT	-	GS 6
SSGT	-	GS 5
SGT	-	GS 4
CPL	-	GS 3
PVT	-	GS 2

8009 DISBURSING PERSONNEL

See Disbursing Criterion

8010 MAINTENANCE PERSONNEL (To be assigned only when CMC has management control)

FIGURE 8-9

Work Units*	Total Pers w/maint duty only	Utilities Chief MOS 1169		Electrician MOS 1141		Plumber MOS 1121		Refri-geration MOS 1161		Construction MOS 1371	
		MSGT	TSGT	SGT	CPL	SGT	CPL	SGT	CPL	SGT	CPL
0 - 55	1		1		1**		1**		1**	1**	
56 - 110	2		1		1**		1**		1**	1	
111 - 165	3		1		1**		1		1**	1	
166 - 220	4		1		1		1		1**	1	
221 - 275	5		1		1		1		1**	1	1
276 - 330	6				1		1		1**	1	2
331 - 385	7	1		1	1		1	1**		1	2
386 - 440	8	1		1	1	1	1	1**		1	2
441 - 495	9	1		1	1	1	1	1		1	2
496 - 550	10	1		1	1	1	1	1		1	3
551 - 605	11	1		1	1	1	2	1		1	3
606 - 660	12	1		1	1	1	2	1		1	4

* Work units are expressed in 1000 square foot units and equal four times the square feet of floor space of quarters added to the square feet of floor space of all other type buildings (obtainable from unit plant account records).

**To perform additional duty in security function of Marine Barracks. Supernumerary billets only will be decreased accordingly.

NOTES: 1. These allowances should be decreased proportionately where masonry or metal building construction predominates.

2. These allowances should be increased proportionately where indigenous labor is used.

3. Where adequate justification is furnished additional personnel of different MOS's may be assigned.

4. Civilians with equivalent job titles may be substituted for Military as follows: Group III for Sgt and Group II for Cpl.

8011 MESS PERSONNEL

1. Cooks (3371) and Bakers (3311) - Marine Corps or Navy Mess

FIGURE 8-10

Average number Marine rations served monthly	Title	MOS	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	Total MarCor Mess	Total Navy Mess
1 - 75	Cook	3371			1*	1*	1		(3)	(1)
76 - 145	Cook	3371			1*	1	1	1	(4)	(3)
146 - 215	Cook	3371		1*		1	2	1	(5)	(4)
	Baker	3311					1*		(1)	
216 - 285	Cook	3371		1	1	1	2	1	(6)	(6)
	Baker	3311				1*			(1)	
286 - 355	Cook	3371		1	1	2	2	1	(7)	(7)
	Baker	3311				1*			(1)	
356 - 425	Cook	3371	1		1	2	3	1	(8)	(8)
	Baker	3311				1*	1*		(2)	
426 - 500	Cook	3371	1		2	2	3	1	(9)	(9)
	Baker	3311				1*	1*		(2)	

* Marine Corps Mess Only.

2. Messmen (8151)

a. Marine Corps Mess

1 Pvt per 20 rations served in family style mess
1 Pvt per 30 rations served in cafeteria style mess

b. Navy Mess

1 Pvt per 30 Marine rations served

8012 LAUNDRY PERSONNEL

1. For security forces operating approved laundries the following military personnel are authorized in addition to sufficient civilian personnel to operate the laundry facilities:

1	Lt	Officer in Charge	3202
1	MSgt	Assistant to OinC	3261

8013 CHAUFFEUR-ORDERLY (per OPNAVINSTR 5510.45)

1. Cpls 8951 designated as "Chauffeur/Orderly";

   a. 2 each - Commandants of Naval Districts and River Commands
   Commanders of Sea Frontiers
   Overseas Area Commanders
   Commanders of Major Training Commands
   (Even if any of the above flags are combined, no more than 2 billets are authorized)

   b. 1 each - President of the Naval War College
   Flag rank commanders of shore activities who exercise immediate military command over Marine security forces

8014 INFANTRY WEAPONS ARMORER, POLICE NCO, 35MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, RIFLE RANGE PERSONNEL, AND DRIVERS

FIGURE 8-11

Authorized Strength	SSGT	Infantry Weapons Armorer (2111) SGT	CPL	Police NCO (8911) SGT	35MM Projectionist (8311)	Athletic and Recreation Asst. (8921)	Drivers (3531)
0 - 50	Note 4		1*		Note 1	Note 2	Note 3
51 - 100			1.	1			
Over 100		1		1			

*Additional duty as Police NCO

NOTE: 1. One authorized if the unit operates its own movie (see criteria for Exchange Personnel).

2. No separate billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35mm projectionist or Police NCO.

3. One Pvt where CMC does not have management control.
One Cpl and one Pvt where CMC has management control.
These allowances may be increased where separate security detachments must be supplied from main barracks. Automotive maintenance personnel will not be provided.

4. One additional SSgt authorized for units authorized field maintenance of small arms at organic rifle ranges.

CHAPTER 9

FIRE FIGHTING PERSONNEL CRITERION

FUNCTION - Fire Protection
TYPE UNIT - All Non-FMF activities having Structural Fire Departments

9000 DEFINITIONS

1. Engine Company - The personnel complement provided for each standard pumper needed to handle the estimated required fire flow.

2. Class A Fire Protection - Fire protective forces available within certain prescribed distances (see Marine Corps Order 11320.16 of 22 Jul 1957), comprised of full time trained fire fighters, manning sufficient equipment, which under ordinary conditions could be expected to effect rescues, confine and extinguish an advanced fire involving a single building on the station and protect surrounding structures.

3. Class C Fire Protection - A fire protective force available in such length of time as it takes to assemble at the fire house, comprised of one or two full time trained fire fighters and a volunteer brigade of periodically drilled men operating half the equipment required for Class A protection, which under ordinary conditions could be expected to isolate or confine an advanced fire.

4. Estimated Fire Flow - The number of gallons flow required to supply the number of 2½" hose lines (250 g.p.m. each) estimated as necessary to confine and extinguish an advanced fire involving the largest building in a group or area which, after giving consideration to structural conditions, contents, occupancy, sprinkler protection, automatic alarm systems, exposures, etc., is regarded as most likely to become so involved. The estimated flow is generally determined by Navy fire protection engineers and is in accordance with NavDocks TP-PU-4 "Fire Prevention and Fire Protection" of 15 Aug 1954, Sect on 4c2.01, p. 4-3.

9001 BASIC CRITERION

1. The following personnel requirements are based on the employment of civilians and the operation of a two platoon system.

a. Class A Fire Protection

FIGURE 9-1

Number of Pumpers	Estimated Fire Flow	Fire Chief	Asst Fire Chief	Super-visor	Driver Operator	Fire Fighter	Total
1	1000 - 2000 gpm	1		2	2	8	13
2	2000 - 3500 gpm	1	2	4	4	16	27
3	3500 - 4500 gpm	1	2	6	6	24	39
4	4500 - 5500 gpm	1	2	8	8	32	51*

* For each additional pumper, add 2 supervisors, 2 driver operators, and 8 fire fighters.

(1) Augmentations

(a) For those companies serving closely built high value industrial districts and areas containing large buildings, the construction and occupancy of which constitutes a high life hazard, the above requirements for each unit will be increased by two (2) fire fighters.

(b) Activities having 3 or more fire stations shall have 3 fire alarm operators in addition to the above personnel.

(c) Where military personnel are used exclusively as full time structural fire fighters, the above allowances for each company will be increased by three (3) fire fighters. The rank structure will be as follows:

MOS 8811	MOS 3531
MSGT - 1%	SGT - 15%
TSGT - 3%	CPL - 35%
SSGT - 10%	PVT - 50%
SGT - 15%	
CPL - 21%	
PVT - 50%	

b. Class C Fire Protection

The number of units and total pumping capacity shall be equal to one-half that required for Class A protection above. The personnel complement shall consist of one (1) fire fighter supervisor on duty at all times with sufficient other men on a volunteer brigade basis, to man the required equipment, available on call and for regular weekly drill periods.

c. Fire Prevention personnel at activities where no fire department is maintained and dependence is placed upon the municipal fire departments.

(1) For large activities having in excess of 20 buildings or 1,000,000 sq.ft. of floor area and built-in fire extinguishing and/or alarm equipment requiring testing but where maintenance is done by others: Two fire prevention inspectors, one GS-6 and one GS-5.

(2) For large activities as described above under (1) but where recharging of of fire extinguishers and maintenance work on fire appliances is a responsibility of the fire prevention personnel: Two fire prevention inspectors, one GS-6, one GS-5 and two fire fighter inspectors, GS-3.

(3) For small activities (i.e., MB's of MCRTC), assignment of the duty of fire prevention inspection will be made to a noncommissioned officer as collateral duty. Such duty will require relatively elementary fire prevention knowledge, such as proper care of fire appliances, posting fire bills, "Exit" and "No Smoking" signs and some knowledge of common fire hazards, such as handling and care of flammable liquids, oily waste and rags, etc. This duty should normally not require more than eight hours per month.

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 3 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above listed work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10003 BASIC BAND UNIT OF 48 PERSONS

1. Composition

One (1) Warrant Officer, 5502, to lead and/or supervise the leading of a band unit of 48 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Two (2) MSgt, 5519 and 5511 thru 5565, Bandsmen.
One (1) 5519, to assist in the supervision and leading of the band, and plays a musical instrument when not engaged in these duties.
One (1) 5511 thru 5565, to function as the Technical training NCO, and plays a musical instrument in the band.

Three (3) TSgt, 5511 thru 5565, and 5581, Bandsmen and Instrument Repairmen.
One (1) to function as the assistant technical training NCO and plays a musical instrument in the band. This man to play a reed instrument if the MSgt, training NCO, plays a brass instrument, or the reverse.
One (1) to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police Sergeant, and plays a musical instrument in the band when not engaged in field formations.
One (1) 5581, Instrument Repairman, to repair musical instruments and band equipment.

Seven (7) SSgt, 5511 thru 5565, Bandsmen.
To function as section leaders (clarinet, trumpet, French horn, trombone, saxophone, tuba, and percussion) in the band.

Thirteen (13) Sgt, 5511 thru 5565, Bandsmen.
Nine (9) to play musical instruments in the band.
One (1) to function as an arranger and plays a musical instrument in the band.
One (1) to function as storeroom keeper and plays a musical instrument in the band.

One (1) to play a musical instrument in the band and do additional duty as clerk-typist.
One (1) to function as librarian and plays a musical instrument in the band.

Fourteen (14) Cpl, 5511 thru 5565, Bandsmen.
Fourteen (14) to play musical instruments in the band.

Eight (8) Pfc/Pvt, 5511 thru 5565, Bandsmen.
Eight (8) to play musical instruments in the band.

2. Instrumentation

1 Flute and Piccolo, 5536
10 Clarinet, 5534
2 Saxophone, Eb, Alto, 5537
1 Saxophone, Bb, Tenor, 5537
1 Saxophone, Eb, Baritone, 5537
8 Trumpet, 5541
4 French Horn, 5544
4 Trombone, 5546
2 Euphonium, 5543
4 Tuba and String Bass, 5547
4 Drum, Snare, 5563
1 Drum, Bass, 5561
1 Piano, 5565 (plays cymbals, glockenspiel or other musical instrument in the band)
1 Arranger, 5511 (plays any band instrument)
1 Instrument Repairman, 5581
1 Bandsman, Drum Major, 5511 (plays any band instrument)
1 Assistant Band Leader, 5519 (plays any band instrument)
1 Band Officer, 5502

3. Capabilities

a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 13 to 25 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 9 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 10 to 15 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 24 to 30 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

10006 FIELD MUSIC

1. Security Forces not authorized a band or full time Drum and Bugle Corps:

FIGURE 10-1

	Instructor Bugler or Drummer 5591 or 5593		Bugler 5591	
	SSGT	SGT	CPL	PVT
No Collateral Drum and Bugle Corps				
Barracks of less than 100		NONE		
Barracks of 100 or more			1	1
Collateral Drum and Bugle Corps, but located near units with T/O musical organizations			1	1
Collateral Drum and Bugle Corps, and not in close proximity to units with T/O musical organizations				
7 Man Drum and Bugle Corps		1		1
13, 17 or 25 Man Drum and Bugle Corps	1			1

(To be counted as supernumeraries in the computation of total supernumerary requirements)

2. Ground FMF

FIGURE 10-2

	5597	5591 (Bugler)				5593 (Drummer)			
	MSGT	SSGT	SGT	CPL	PVT	TSGT	SGT	PVT	TOTAL
Company HQ					NONE				0
Battalion HQ (Inf)				1	1			1	3
Battalion HQ (All other)				1	1				2
Regimental HQ (Inf)		1			1		1		3
Regimental HQ (Arty & Service)			1		1				2
Division HQ	1			1	1	1			4

3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

1	Sgt	5591	(Bugler)
1	Cpl	5593	(Drummer)
1	Pvt	5591	(Bugler)

4. Other non-FMF permanent stations not authorized a band or full time Drum and Bugle Corps:

FIGURE 10-3

	Instructor Bugler or Drummer 5591 or 5593 SSGT	SGT	Drummer 5593 CPL	Bugler 5591 PVT
No Collateral Drum and Bugle Corps or Band				
0 - 325 Authorized Strength	NONE			
Over 325 " "			1	2
Collateral Drum and Bugle Corps, but located near units with T/O musical organizations			1	2
Collateral Drum and Bugle Corps, and not in close proximity to units with T/O musical organizations				
7 Man Drum and Bugle Corps		1	1	1
13, 17 or 25 Man Drum and Bugle Corps	1		1	1

CHAPTER 12

DISBURSING CRITERION

FUNCTION - Disbursing Services
TYPE UNIT - All Units

12000 INTRODUCTION

This criterion provides for the complete operation of a disbursing office, including the preparation, audit and payment of officer and enlisted pay records, the preparation of documents, the processing of public vouchers, and all related internal accounting and administration.

12001 DEFINITIONS

1. Monthly average number of pay accounts: This is a monthly average over a six months' period of (1) pay records on hand at the end of each month, and (2) the number of pay records transferred during the month. This includes both officer and enlisted accounts and shall be computed separately for active duty pay records, reserve pay records, and recruit pay records.

2. Monthly average number of travel documents: This is a monthly average over a six months' period of (1) the number of travel vouchers prepared for reimbursement for mileage, transportation expenses and dependents' travel; (2) the number of travel advance settlements; and (3) the number of travel advances.

3. Monthly average number of civilians paid: This is a monthly average over a six months' period of civilians paid based on the on-board strength at the end of each month as reported by NAVEXOS-695 (4-54), the Monthly Report of Personnel.

4. Monthly average number of public vouchers: This is a monthly average over a six months' period of public vouchers (non-travel) paid.

12002 BASIC CRITERION

The tables in this criterion provide disbursing personnel as follows:

1. Enlisted Personnel

   a. Pay Records Clerks (MOS 3411)
      Figure 12-1 - For active duty pay records
      Figure 12-2 - For organized reserve pay records
      Figure 12-3 - For recruit pay records

   b. Travel Expense Clerks (MOS 3431)
      Figure 12-4 - For travel documents

c. Disbursing Clerks (MOS 3441)
Figure 12-5 - For payment of civilians
Figure 12-6 - For payment of public vouchers

2. Officer Personnel - Figure 12-7.

3. Civilian Personnel

Within the allowances provided, qualified civilians may be substituted for military personnel at support type activities. Substitution of civilians for military will be on a civilian - military ratio of .8 to 1. Grades of civilians will depend on assignment and job classification.

FIGURE 12-1

Pay Records Clerks (MOS 3411)

Monthly Average No. of active duty Pay Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 305	2			1		1	
306 - 610	3		1		1	1	
611 - 915	4		1	1	1	1	
916 - 1220	5		1	1	1	1	1
1221 - 1525	5	1		1	1	1	1
1526 - 1830	6	1		1	1	1	2
1831 - 2155	7	1		1	1	2	2
2156 - 2480	8	1		1	2	2	2
2481 - 2805	9	1		1	2	2	3
2806 - 3130	10	1	1	1	2	2	3
3131 - 3455	11	1	1	1	2	3	3
3456 - 3780	12	1	1	2	2	3	3
3781 - 4130	13	1	1	2	2	3	4
4131 - 4480	14	1	1	2	2	4	4
4481 - 4830	15	1	2	2	2	4	4
4831 - 5180	16	1	2	2	3	4	4
5181 - 5530	17	1	2	3	3	4	4
5531 - 5880	18	1	2	3	3	4	5
5881 - 6255	19	1	2	3	4	4	5
6256 - 6630	20	1	3	3	4	5	5
6631 - 7005	21	1	3	3	4	5	5
7006 - 7380	22	1	3	4	4	5	5
7381 - 7755	23	1	3	4	4	5	6
7756 - 8130	24	1	3	4	5	5	6
8131 - 8530	25	2	3	4	5	5	6
8531 - 8930	26	2	3	4	5	6	6

Figure 12-1 (Continued)

Monthly Average No. of active duty pay accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
8931 - 9330	27	2	3	5	5	6	6
9331 - 9730	28	2	3	5	6	6	6
9731 - 10130	29	2	3	5	6	6	7
10131 - 10530	30	2	3	5	6	7	7
10531 - 10955	31	2	4	5	6	7	7
10956 - 11380	32	2	4	6	6	7	7
11381 - 11805	33	2	4	6	6	7	8
11806 - 12225	34	2	4	6	7	7	8
12226 - 12650	35	3	4	6	7	7	8
12651 - 13075	36	3	4	6	7	8	8
13076 - 13500	37	3	4	7	7	8	8
13501 - 13925	38	3	4	7	7	8	9
13926 - 14350	39	3	4	7	8	8	9
14351 - 14775	40	3	5	7	8	8	9
14776 - 15200	41	3	5	7	8	9	9
15201 - 15625	42	3	5	7	8	9	10
15626 - 16075	43	3	5	8	8	9	10
16076 - 16525	44	3	5	8	8	10	10
16526 - 16975	45	4	5	8	8	10	10
16976 - 17425	46	4	5	8	9	10	10
17426 - 17875	47	4	5	8	9	10	11
17876 - 18325	48	4	5	8	9	11	11
18326 - 18775	49	4	5	8	10	11	11
18776 - 19225	50	4	6	8	10	11	11
19226 - 19675	51	4	6	8	10	11	12
19676 - 20125	52	4	6	9	10	11	12
20126 - 20575	53	4	6	9	11	11	12
20576 - 21025	54	4	6	10	11	11	12
21026 - 21500	55	4	6	10	11	12	12
21501 - 21975	56	4	7	10	11	12	12
21976 - 22450	57	4	7	10	11	12	13
22451 - 22925	58	4	7	10	11	13	13
22926 - 23400	59	4	7	10	11	13	14
23401 - 23875	60	4	7	10	12	13	14
23876 - 24390	61	4	7	10	12	14	14
24391 - 24825	62	4	7	10	12	14	15
24826 - 25325	63	5	7	10	12	14	15
25326 - 25825	64	5	8	10	12	14	15
25826 - 26325	65	5	8	10	12	14	16
26326 - 26825	66	5	8	10	13	14	16

Figure 12-1 (Continued)

Monthly Average No. of active duty pay accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
26826 - 27325	67	5	8	10	13	15	16
27326 - 27825	68	5	8	11	13	15	16
27826 - 28325	69	5	8	11	13	15	17
28326 - 28825	70	5	8	11	14	15	17
28826 - 29325	71	5	8	11	14	16	17
29326 - 29825	72	5	8	11	14	17	17
29826 - 30325	73	5	8	11	14	17	18
30326 - 30825	74	5	8	11	14	17	19
30826 - 31325	75	5	8	12	14	17	19
31326 - 31825	76	5	8	12	14	18	19

NOTE: The Monthly average number of pay accounts will be increased by 10% for offices handling primarily aviation accounts and for those offices attached to FMF units located in the continental U. S., prior to application of personnel criteria.

For summer training of reserve personnel there will be a temporary increase of one (1) enlisted pay clerk (3411) for each two hundred fifty (250) reserves ordered to training duty. This allowance will be authorized for each applicable augmentation program.

FIGURE 12-2

Pay Records Clerks (MOS 3411)

Monthly Average pay accounts for Organized Reservists in a Drill Status	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
400 - 525	1					1	
526 - 1050	2				1	1	
1051 - 1600	3			1	1	1	
1601 - 2150	4			1	1	1	1
2151 - 2700	5		1	1	1	1	1
2701 - 3500	6		1	1	1	1	2
3501 - 4300	7		1	1	1	2	2
4301 - 5200	8		1	1	2	2	2
5201 - 6200	9		1		2	2	3
6201 - 7100	10	1	1	1	2	2	3
7101 - 8000	11	1	1	1	2	3	3
8001 - 8900	12	1	1	2	2	3	3
8901 - 9800	13	1	1	2	2	3	4
9801 - 10700	14	1	1	2	2	4	4
10701 - 11600	15	1	2	2	2	4	4
11601 - 12500	16	1	2	2	3	4	4

FIGURE 12-3

Pay Records Clerks (MOS 3411)

Monthly Average Recruit Accounts	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
300 - 625	1					1	
626 - 1250	2				1	1	
1251 - 1875	3			1	1	1	
1876 - 2500	4			1	1	1	1
2501 - 3200	5		1	1	1	1	1
3201 - 3900	6		1	1	1	1	2
3901 - 4600	7		1	1	1	2	2
4601 - 5300	8		1	1	2	2	2
5301 - 6000	9		1	1	2	2	3
6001 - 6700	10	1	1	1	2	2	3
6701 - 7400	11	1	1	1	2	3	3
7401 - 8100	12	1	1	2	2	3	3
8101 - 8800	13	1	1	2	2	3	4
8801 - 9500	14	1	1	2	2	4	4
9501 - 10200	15	1	2	2	2	4	4
10201 - 10900	16	1	2	2	3	4	4
10901 - 11600	17	1	2	3	3	4	4
11601 - 12300	18	1	2	3	3	4	5
12301 - 13000	19	1	2	3	4	4	5
13001 - 13700	20	1	3	3	4	4	5
13701 - 14400	21	1	3	3	4	5	5
14401 - 15200	22	1	3	4	4	5	5
15201 - 16000	23	1	3	4	4	5	6
16001 - 16800	24	1	3	4	5	5	6
16801 - 17600	25	2	3	4	5	5	6
17601 - 18400	26	2	3	4	5	6	6
18401 - 19200	27	2	3	5	5	6	6
19201 - 20000	28	2	3	5	6	6	6
20001 - 20800	29	2	3	5	6	6	7
20801 - 21600	30	2	3	5	6	7	7
21601 - 22400	31	2	4	5	6	7	7
22401 - 23200	32	2	4	6	6	7	7
23201 - 24000	33	2	4	6	6	7	8
24001 - 24800	34	2	4	6	7	7	8
24801 - 25600	35	3	4	6	7	7	8
25601 - 26400	36	3	4	6	7	8	8

FIGURE 12-4

Travel Expense Clerks (MOS 3431)

Monthly Average Travel Documents	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
150 - 450	1					1	
451 - 875	2				1	1	
876 - 1375	3			1	1	1	
1376 - 1900	4			1	1	1	1
1901 - 2450	5		1	1	1	1	1
2451 - 3000	6		1	1	1	1	2
3001 - 3550	7		1	1	1	2	2
3551 - 4100	8		1	1	2	2	2
4101 - 4650	9		1	1	2	2	3
4651 - 5200	10	1	1	1	2	2	3
5201 - 5750	11	1	1	1	1	2	3
5751 - 6300	12	1	1	2	2	3	3
6301 - 6850	13	1	1	2	2	3	4
6851 - 7425	14	1	1	2	2	4	4
7426 - 8000	15	1	2	2	2	4	4
8001 - 8575	16	1	2	2	3	4	4

FIGURE 12-5

Disbursing Clerks (MOS 3441)

Monthly Average Civilians Paid	Total	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 550	1				1	
551 - 1300	2			1	1	
1301 - 2300	3		1	1	1	
2301 - 3550	4		1	1	1	1
3551 - 5000	5	1	1	1	1	1
5001 - 6700	6	1	1	1	1	2

FIGURE 12-6

Disbursing Clerks (MOS 3441)

Monthly Average Public Vouchers Paid	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
100 - 400	1					1	
401 - 850	2				1	1	
851 - 1350	3			1	1	1	
1351 - 1875	4			1	1	1	1
1876 - 2425	5		1	1	1	1	1

Figure 12-6 (Continued)

Monthly Average Public Vouchers Paid	Total	MSgt	TSgt	SSgt	Sgt	Cpl	Pvt
2426 - 3000	6		1	1	1	1	2
3001 - 3600	7		1	1	1	2	2
3601 - 4225	8		1	1	2	2	2
4226 - 4875	9		1	1	2	2	3
4876 - 5550	10	1	1	1	2	2	3
5551 - 6250	11	1	1	1	2	3	3
6251 - 6950	12	1	1	2	2	3	3
6951 - 7700	13	1	1	2	2	3	4
7701 - 8450	14	1	1	2	2	4	4
8451 - 9225	15	1	2	2	2	4	4
9226 - 10000	16	1	2	2	3	4	4

NOTE: For disbursing offices which must regularly prepare public vouchers for supplies and services, the above monthly average will be increased by the average number of vouchers prepared.

FIGURE 12-7

Disbursing Officers (MOS 3402)

Total Disbursing Personnel	Total	Maj	Capt	Lt/WO
1 - 4	1			1*
5 - 18	2		1	1
19 - 26	3		1	2
27 - 35	4		1	3
36 - 50	5	1	1	3
51 - 70	6	1	1	4
71 - 95	7	1	2	4
96 - 120	8	1	2	5

* At a command of this size the supply officer may be used as a deputy during periods of leave, sickness and emergency.

CHAPTER 13

LEGAL CRITERION

13000 INTRODUCTION

13001 DEFINITIONS

13002 GENERAL COURTS-MARTIAL

13003 SPECIAL COURTS-MARTIAL

CHAPTER 13

LEGAL CRITERION

FUNCTION - All work performed by legal offices
TYPE UNIT - All activities exercising General Court-Martial and/or Special Court-Martial Jurisdiction

13000 INTRODUCTION

The following criterion provides personnel for a legal office based on the average number of general and special courts-martial convened per month. The personnel provided in the tables following are sufficient to handle the entire normal work load of a legal office, such as investigations, legal assistance, Article 15 punishments and correspondence in addition to courts-martial. This criterion is not applicable to Marine Security Forces, and will be applied at the Division-Wing level for Marine Divisions and Marine Air Wings. Pooling of personnel at contiguous major commands is to be encouraged, and qualified civilians may be substituted for military personnel.

13001 DEFINITIONS

The definitions applicable to this criterion are found in the "Manual for Courts-Martial United States 1951". Monthly courts-martial are to be averaged over a six month period.

13002 GENERAL COURTS-MARTIAL

1. Officer Personnel (Staff Legal Officers, Law Officers, and Trial and Defense Counsel)

a. Staff Legal Officers and Law Officers

FIGURE 13-1

Average General Courts-Martial convened monthly	Staff Legal Officer (9906) COL	Staff Legal Officer (0195) LTCOL	Staff Legal Officer (0195) MAJ	(0195) Law Officer MAJ	Total
Less than 8			1	1	2
8 - 12		1	1	1	3
13 - 18		1	1	2	4
19 - 25	1	1	1	2	5
26 - 33*	1	1	2	2	6

*For each additional eight (8) General Courts-Martial processed per month in excess of 33, one legal officer (MOS 0195) should be added.

b. Trial and Defense Counsel

FIGURE 13-2

Average General courts-martial convened monthly	Trial and Defense Counsel (0185) MAJ	CAPT/LT	TOTAL
Less than 8		2	2
8 - 20		4	4
21 - 33*	2	4	6

*For each additional twelve (12) General Courts-Martial processed per month in excess of 33, two counsel (MOS 0185) should be added, rank to be on a Maj/Capt ratio of 1 to 2.

In addition to the above requirements each General Court-Martial command must be assigned one law specialist (1620), Navy, to review non-BCD special courts-martial and summary courts-martial, as required by Article 65c UCMJ.

2. Enlisted Personnel (Legal Chiefs, Legal Clerks and Stenographer Court Reporters)

FIGURE 13-3

Average General Courts-Martial convened monthly	Legal Chief MOS 0121 MSGT	TSGT	Legal Clerks MOS 0121 SSGT	SGT	CPL	Steno Court Reporter MOS 0131 SGT	CPL	TOTAL
Less than 4				1			1	2
4 - 7			1			1	1	3
8 - 11		1			1	1	1	4
12 - 15		1		1		1	2	5
16 - 19	1		1		1	1	2	6
20 - 23	1		1		1	2	2	7
24 - 28	1	1		1		2	3	8
29 - 33*	1	1	1		1	2	3	9

*For each additional five (5) General Courts-Martial processed per month in excess of 33, one stenographer court reporter should be added.

NOTE: If transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for Court Reporters, MOS 0131.

13003 SPECIAL COURTS-MARTIAL

1. Officer Personnel (Legal Officers, Counsel, and Investigators)

a. Legal Officers

FIGURE 13-4

Average Special Courts-Martial convened monthly	Legal Officer (9910) MAJ	CAPT	LT	TOTAL
Less than 6	(additional duty)			0
6 - 12		1		1
13 - 20		1	1	2
Over 20	1		1	2

b. Counsel

FIGURE 13-5

Average Special Courts-Martial convened monthly	Counsel (9910) CAPT/LT
Less than 11	(additional duty)
11 - 15	1
16 - 20	2
Over 20*	3

*If additional counsel are needed to overcome a temporary heavy workload, they should be assigned as additional duty.

c. Investigator

FIGURE 13-6

Average Special Courts-Martial convened monthly	(9910) Investigator LT
22 or less	(additional duty)
more than 22	1

No lawyers (0185 or 0195) to be assigned to commands exercising only Special Court-Martial jurisdiction.

2. Enlisted Personnel (Legal Chiefs, Legal Clerks, and Clerk-Stenographers)

FIGURE 13-7

Average Special Courts-Martial convened monthly	Legal Chief MOS 0121		Legal Clerk MOS 0121			Steno MOS 0131 Court Reporter		TOTAL
	MSGT	TSGT	SSGT	SGT	CPL	SGT	CPL	
Less than 4				1			1	2
4 - 7			1			1	1	3
8 - 11		1			1	1	1	4
12 - 15		1		1		1	2	5
16 - 20	1		1			1	3	6

*One additional court-reporter (MOS 0131) required for each additional five (5) cases over 20, ranks to be on a Sgt/Cpl ratio of 2 to 3.

NOTE: If transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for Court Reporters, MOS 0131.

CHAPTER 14

MILITARY-CIVILIAN CRITERION

14000 INTRODUCTION

14001 BASIC CRITERION

CHAPTER 14

MILITARY-CIVILIAN CRITERION

FUNCTION - Determination of military/civilian billet status
TYPE UNIT - All support-type activities

14000 INTRODUCTION

1. It is the policy of the Commandant of the Marine Corps to utilize civilian personnel within the Marine Corps to the maximum extent practicable and consistent with the successful accomplishment of the mission of the Marine Corps.

14001 BASIC CRITERION

1. In accordance with the above-stated policy, and in view of the increasing restrictions on the use of military personnel for civilian-type positions, the following criteria will be used for designating positions as military or civilian:

a. Military personnel normally will be assigned to positions when required by law, when the position requires skills and knowledge acquired primarily through military training and experience, and when experience in the position is essential to enable the military personnel to assume responsibilities necessary to maintain combat-related support and proper career development.

b. Civilian personnel normally will be assigned to positions when the specialist skills required are usually found in the civilian economy and continuity of management and experience is essential and can be better provided by civilians. Proper civilian career development will be essential in these determinations.

c. Military and civilian personnel assigned to positions must be qualified by training and experience for such positions and be expected to perform fully the duties of the positions to which assigned.

d. Maximum utilization of personnel will be effected and no more than one person will be assigned to perform duties which can be effectively performed by one individual.

e. The line of authority and supervision in support activities need not necessarily be military. Any level of supervisory authority may be exercised in support activities by either civilian or military personnel. The exercise of supervisory authority by civilian personnel over military personnel does not preclude superior officers of such military personnel from exercising military discipline or other military-type obligations pertaining to uniformed personnel.

2. In the determination of billets as shown above, it will also be necessary to take into account the circumstances applicable to a particular activity, its role in the Marine Corps, and the provisions of current Department of Defense, Navy Department, and Marine Corps directives and instructions for manpower utilization and personnel administration.

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000 MOS 0130 (OFFICER)

21001 MOS 0111

21002 MOS 0121

21003 MOS 0131

21004 MOS 0141

21005 MOS 0151

21006 MOS 0161

21007 MOS 0185 (OFFICER)

21008 MOS 0195 (OFFICER)

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000 MOS 0130 (OFFICER)

1. FMF

a. Battalion and Squadron HQ - 1 Lt, Adjutant, authorized strength (Marine Corps) up to 599.
2 Lt, Adjutant and Asst Adjutant, authorized strength (Marine Corps) 600 and over.

b. Regimental and Group HQ - 1 Capt, Adjutant
1 Lt, Asst Adjutant

2. Security Forces

a. Basic Criterion

1 LT/WO Adjutant authorized strength 201 and over.

b. Augmentation for Organizations responsible for administering non-chargeables.

FIGURE 21-1

Number Non-Chargeables administered (monthly average)	MAJ	CAPT	LT/WO	TOTAL
Less than 50		NONE		0
50 - 500			1	1
501 - 1500			2	2
1501 - 2500		1	2	3
2501 - 4000	1		3	4
Over 4000	1	1	3	5

3. Post Offices

a. Postal Officers will be assigned to the Adjutants Section of only those units having a Class One Post (distributing and/or Fleet Post Offices) on the following basis:

FIGURE 21-2

Authorized Strength	MAJ	CAPT	WO	TOTAL
0 - 10000			1	1
10001 - 15000		1	1	2
Over 15000	1		1	2

b. Two Warrant Officers will be assigned to Staffs of Corps and Forces as Postal Inspectors.

21001 MOS 0111

1. Security Forces - Investigators will be assigned to activities requiring such personnel when justified to and approved by CMC.

21002 MOS 0121

1. Security Forces

Established legal section: 1 TSgt, legal clerk
1 Sgt, legal clerk (if transcribing-recording equipment has been issued to the organization)

2. Legal Offices

a. General Courts-Martial

FIGURE 21 - 3

Average General Courts Martial Convened Monthly	Legal Chief		Legal Clerk		
	MSgt	TSgt	SSgt	Sgt	Cpl
Less than 4				1	
4 - 7			1		
8 - 11		1			1
12- 15		1		1	
16- 19	1		1		1
20- 23	1		1		1
24- 28	1	1		1	
Over28	1	1	1		1

b. Special Courts-Martial

FIGURE 21 - 4

Average Special Courts-Martial Convened Monthly	Legal Chief		Legal Clerk		
	MSgt	TSgt	SSgt	Sgt	Cpl
Less than 4				1	
4 - 7			1		
8 - 11		1			1
12- 15		1		1	
16- 20	1		1		

21003 MOS 0131

1. FMF

Battalion and Squadron Headquarters - 1 Sgt, Stenographer, when strength exceeds 400.

2. Security Forces

a. 1 Sgt, Stenographer, for units with T/O strength of 100 or more having special court martial convening authority and no legal section.

b. 1 Sgt, court recorder, for a legal section with no transcribing-recording equipment.

3. Legal Offices

a. General Courts-Martial

FIGURE 21-5

Average General Courts-Martial Convened Monthly	Steno Court Reporter Sgt	Steno Court Reporter Cpl
Less than 4		1
4 - 11	1	1
12- 19	1	2
20- 23	2	2
24- 33*	2	3

* For each additonal five (5) General Courts-Martial processed per month in excess of 33, one stenographer court reporter should be added, rank to be on a Sgt/Cpl ratio of 2 to 3.

NOTE: It transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for Court Reporters, MOS 0131.

b. Special Courts-Martial

FIGURE 21-6

Average Special Courts-Martial Convened Monthly	Steno Court Reporter Sgt	Steno Court Reporter Cpl
Less than 4		1
4 - 11	1	1
12- 15	1	2
16- 20*	1	3

* One additonal court reporter required for each additonal five (5) cases over 20, ranks to be on a Sgt/Cpl ratio of 2 to 3.

NOTE: It transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for court Reporters, MOS 0131.

21004 MOS 0141

1. FMF

a. Company and Battery Headquarters

FIGURE 21-7

Authorized Strength (Marine Corps)	Admin Chief SSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 180	1		1		2
181 - 280	1		1	1	3
281 - 360	1	1	1	1	4
Over 360	1	1	1	2	5

b. Battalion and Squadron Headquarters

(1) For workload incident to Marine Corps Personnel and Command Administration.

FIGURE 21-8

Authorized Strength (Marine Corps)	Admin Chief TSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 180	1			1	2
180 - 400	1		1	1	3
401 - 600	1		2		3
601 - 1000	1	1	2		4
Over 1000	1	1	2	1	5

(2) Additional authorization for squadrons incident to the workload required for Naval Administration.

	Administrative Man MSGT	SSGT	PVT	TOTAL
H&HS, MWHG	1	1	3	5
All Other	1		2	3

c. Regimental and Group Headquarters

(1) For workload incident to Marine Corps Personnel and Command Administration.

Admin Chief	-	TSGT	1
Admin Man	-	SGT	1
		CPL	2
		PVT	1

(2) Additional authorization for Groups incident to the workload required for Naval Aviation Administration.

Admin Chief - MSGT 1

Admin Man - SSGT 2
PVT 3

2. Security Forces

a. Basic Criterion

FIGURE 21-9

Authorized Strength	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 35		1					1
36 - 100		1			1		2
101 - 150		1		1		1	3
151 - 200		1		1	1	1	4
201 - 300		1		1	2	1	5
301 - 400		1		1	3	1	6
401 - 500	1			3	3	1	8
501 - 600	1		1	2	3	2*	9

* 1 additional authorized for each 60 man increase over 600.

b. Augmentation for geographically displaced guards or other units.

Unit of 35 - 100 1 Cpl Admin Man
Unit of 101 - 200 1 Sgt and 1 Pvt, Admin Man

c. Augmentation for organizations administering non-chargeables:

FIGURE 21-10

Number Non-Chargeables administered (Monthly Average)	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 20			NONE				0
20 - 50					1		1*
200		1		1	1	1	4*
500	1		1	2	2	2	8*
1000	1	1	2	4	6	4	18*
1750	1	2	4	7	10	8	32*
2750	2	3	6	12	15	12	50*
4000	3	5	8	17	21	19	73*

* One (1) additional 0141 authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

3. Inspector-Instructor Staffs

FIGURE 21-11

Reserve Unit T/O Strength	SSGT	SGT	TOTAL
All Special Inf Cos	1	1	2
75 - 168	1		1
169 - 327	1	1	2
Over 327	1	1	2

4. Commissioned Officer Messes

One Cpl Clerk Typist in administrative unit of COM serving an installation of over 220 officer load (USMC and USN).

5. Machine Records Installations

a. Basic Criterion

FIGURE 21-12

Total installation strength	Admin Clerk TSGT	Admin Clerk SSGT	Clerk Typist SGT	Clerk Typist CPL	Mail and File Clerk PVT	TOTAL
Less than 10			NONE			0
10 - 19			1			1
20 - 39		1		1		2
40 - 59		1	1	1		3
Over 59	1		1	1	1	4

b. Augmentation - 1 Cpl, personnel locator clerk, where MRI operates locator.

c. Augmentation - 1 Cpl, Clerk Typist, for installations over 19 personnel performing military personnel accounting.

6. Brigs

a. Security Force Criterion is applicable in the determination of 0141 billets for brigs located thereat.

b. For other activities operating a brig the following 0141 criteria is applicable:

FIGURE 21-13

Average Prisoner Population	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 20			NONE				0
21 - 50					1		1
51 - 100					1	1	2
101 - 200		1		1	1	1	4
201 - 300		1		1	1	3	6
301 - 400*	1		1	1	2	3	8
Over 400*	1		1	2	3	4	11

* Brig will be organized as a separate company and criterion includes personnel required for company administration.

21005 MOS 0151

1. FMF

Battalion and Squadron Headquarters - 1 Sgt, Classification Clerk
Regimental and Group Headquarters - 1 Sgt, Classification Clerk

2. Security Forces

a. Organizations administering non-chargeables.

FIGURE 21-14

Number Non-Chargeables administered (monthly average)	Classification Clerk SGT	CPL	TOTAL
Less than 500	NONE		0
500 - 1750	1		1
1751 - 2750	1	1	2
2751 - 4000	2	1	3
Over 4000	2	2	4

3. Inspector - Instructor Staffs

One (1) Sgt 0151 for reserve units with T/O strength of over 327.

21006 MOS 0161

1. Post Offices (assign to Adjutant's Section)

a. Basic Criteria - Postal Clerks

FIGURE 21-15

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
0 - 500				1	1		2
501 - 1000				1	1	1	3
1001 - 1500			1	1	1	1	4
1501 - 2000			1	1	1	2	5
2001 - 2500			1	1	2	2	6
2501 - 3001			1	1	2	3	7
3001 - 3500		1	1	1	2	3	8
3501 - 4000		1	1	1	2	4	9
4001 - 4500		1	1	1	3	4	10
4501 - 5000		1	1	1	3	5	11
5001 - 5500	1	1	1	1	3	5	12
5501 - 6000	1	1	1	2	3	5	13

b. Augmentation for commands with a strength over 6000.

One postal clerk for each suceeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower selected first.

FIGURE 21-16

Strength	MSGT	TSGT	SSGT	SGT	CPL	PFC/PVT	TOTAL
10001 - 10500	1	1	2	3	5	10	22
15001 - 15500	1	1	3	5	8	14	32
20001 - 20500	1	1	4	7	11	18	42

c. Augmentation for post offices serving widely separated organizations, (as at a Marine Corps Base), or serving subordinate organizations on detached duty away from the parent organization (as at a Marine Division).

FIGURE 21-17

Strength	SSGT	SGT	CPL	TOTAL
Over 1000			1	1
Over 2500	1		1	2
Over 4500	1	1	1	3

d. Augmentation for Directory Service - When the postal unit is to perform directory service, additional personnel shall be assigned as follows:

(1) Non-FMF Units - For each 1000 personnel, or major fraction thereof, serviced. One postal clerk, rank distributed equally between sergeants and corporals.

(2) FMF Units - When directory service maintained - same as for Non-FMF. When only duplicate directory maintained - 1 Sgt, postal clerk, for each 4000 personnel served.

2. Security Forces

a. Organizations administering non-chargeables.

FIGURE 21-18

Number Non-Chargeables administered (monthly average)	Postal Clerk CPL
Less than 500	NONE
500 - 2750	1
2751 - 4000	2
Over 4000	3

21007 MOS 0185 (OFFICER)

1. Legal Offices

FIGURE 21-19

Average General Courts-Martial Convened Monthly	Trial and Defense Counsel MAJ	CAPT/LT
Less than 8		2
8 - 20		4
21 - 33*	2	4

* For each additional twelve (12) General Courts-Martial processed per month in excess of 33, two counsel should be added, rank to be on a Maj/Capt ratio of 1 to 2.

21008 MOS 0195 (OFFICER)

1. Legal Offices

FIGURE 21-20

Average General Courts-Martial Convened Monthly	Staff Legal Officer COL(9906)	LTCOL	MAJ	Law Officer MAJ
Less than 8			1	1
8 - 12		1	1	1
13 - 18		1	1	2
19 - 25	1	1	1	2
26 - 33*	1	1	2	2

* For each additional eight (8) General Courts-Martial processed per month in excess of 33, one legal officer should be added.

CHAPTER 25

CRITERIA FOR OCCUPATIONAL FIELD 30, 31 AND 32

25000 MOS 3010 (OFFICER)

1. Security Forces

Marine Barracks commanded by Colonel - One Capt, Unit Supply Officer

Marine Barracks commanded by LtColonel - One Lt, Unit Supply Officer (only when CMC has management control)

25001 MOS 3011

1. Security Forces

a. Basic Criterion (Marine Corps or Navy Mess)

FIGURE 25-1

Authorized Strength	Unit Stockman CPL	PVT	TOTAL
51 - 100	1		1
101 - 600	1	1	2

b. Augmentation for unusual clothing issue activity

1 SGT, Unit Stockman

25002 MOS 3041

1. Security Forces

a. Basic Criterion

FIGURE 25-2

Authorized Strength	MarCorps Mess SSGT	SGT	CPL	Navy Mess SSGT	SGT	CPL
	Supply Administrative Clerk					
0 - 50		1		1		1
51 - 100		1		1	1	
101 - 200		1	1		1	1
201 - 300	1	1	1	1	1	1
301 - 500	1	2	1	1	2	1
501 - 600	1	2	2	1	2	2

b. Augmentation for unusual clothing activity.

1 CPL, Supply Admin Clerk

2. Brigs operated by Marine Activities

FIGURE 25-3

Average Prisoner Population	Supply Administrative Clerk SSGT	SGT	CPL	PVT	TOTAL
0 - 50		NONE			0
51 - 100		1			1
101 - 200		1	1		2
201 - 300		1	1	1	3
301 - 400	1	1	1	1	4
Over 400	1	1	1	1	4

3. Machine Records Installations

Installations with a total of 60 or more personnel - 1 CPL, Supply Clerk

4. Inspector-Instructor Staffs

a. One (1) Sgt for each Separate Reserve Company and each Reserve Battalion except Special Infantry Companies.

b. Consolidated and centralized clothing issue sites - Three (3) Sgt per site serving an entire MCR&RD.

25003 MOS 3049

1. Security Forces

FIGURE 25-4

Authorized Strength	MarCorps Mess Supply Administrative Clerk MSGT	TSGT	Navy Mess MSGT	TSGT
0 - 100		1	NONE	
101 - 200	1			1
201 - 400	1		1	
401 - 600	1	1	1	1

2. Inspector-Instructor Staffs

	MSGT	TSGT
Separate Reserve Company	*	1
Reserve Battalion	1	

* Where justification exists that a company's account is beyond the normal capability of a TSgt to handle, a MSgt billet may be established in lieu thereof.

25004 MOS 3051

1. Security Forces

For unusual activity in Shipping and Receiving of Household Effects or Government Property - 1 CPL, Warehouseman

25005 MOS 3061

1. Security Forces

Marine Corps Messes only - 1 CPL, Commissary Supply Clerk

2. Brigs maintaining own mess

FIGURE 25-5

	Commissary Supply Clerk		
Aggregate Mess Load	SGT	CPL	TOTAL
Less than 400		1	1
400 - 600	1		1
Over 600	1	1	2

25006 MOS 3121

1. Security Forces

For unusual activity in Shipping and Receiving of Household Effects or Government Property - 1 SSGT, Freight Transportation Clerk

25007 MOS 3202 (OFFICER)

1. Security Forces operating approved laundries

1 LT, Officer in Charge

25008 MOS 3261

1. Security Forces operating approved laundries

1 MSGT, Laundry Chief

CHAPTER 27

CRITERIA FOR OCCUPATIONAL FIELD 33

27000 MOS 3302 (OFFICER)

1. All activities execept Security Forces.

a. Activities having a Consolidated Mess System.

(1) Marine Corps Air Stations to which a Marine Air Wing is attached will have one Mess Administrator.

(2) Other systems will have one Food Services Inspector and one Mess Administrator. If there is sufficient justification, there may be one Assistant Mess Administrator.

(3) One (1) Food Services Inspector and one (1) Mess Administrator will be authorized for each Marine Division and each Marine Air Wing.

b. All other activities.

(1) One Mess Administrator for activities serving over 350 rations daily.

c. Additional assignments.

(1) Marine Corps Supply School, Camp Lejeune	4
Food Services Inspector	(2)
Mess Administrator	(2)
(2) Supply Department,	
Headquarters Marine Corps	1
Food Services Inspector	(1)
(3) Food Demonstration Teams,	
East and West Coast	2
Food Services Inspector	(2)

27001 MOS 3310 (OFFICER)

1. One Warrant Officer for each Marine Corps activity operating a commercial-type bakery.

2. One Warrant Officer (MOS 3310) will be assigned to each authorized Bakery Platoon in the Fleet Marine Force.

27002 MOS 3311

1. FMF

a. Ground

Bakery Platoon - 1 for every 360 personnel served.

b. Air

FIGURE 27-1

T/O Strength of Marine Air Group	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			Baker				
Less than 1140	3			1	1	1	
1141 - 1465	4			1	1	2	
1466 - 1790	5		1		1	2	1
1791 - 2115	6		1	1	1	2	1
2116 - 2440	7	1		1	2	2	1
2441 - 2765	8	1	1	1	2	2	1
Over 2765	9	1	1	1	2	2	2

2. Security Forces (Marine Corps mess only)

FIGURE 27-2

Average Number Marine Rations Served	TOTAL	Baker SGT	CPL
Less than 145	0	NONE	
146 - 215	1		1
216 - 355	1	1	
356 - 500	2	1	1

3. Non-FMF

a. Activities having a Central Bakery.

FIGURE 27-3

BREAD UNIT

Pounds Produced Per 8-Hour Shift	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			Baker				
Up to - 2000	14	1	1	1	2	4	5
2001 - 2415	15	1	1	2	2	4	5
2416 - 2830	16	1	2	2	2	4	5
2831 - 3245	17	1	2	2	3	4	5
3246 - 3660	18	1	2	3	3	4	5
3661 - 4075	19	1	3	3	3	4	5
4076 - 4490	20	2	3	3	3	4	5
4491 - 5240	21	2	3	3	3	4	6
5241 - 5990	22	2	3	3	4	4	6
5991 - 6740	23	2	3	4	4	4	6

FIGURE 27-3 (cont'd)

Pounds Produced Per 8-Hour Shift	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			Baker				
6741 - 7490	24	2	4	4	4	4	6
7491 - 8240	25	2	4	4	4	5	6
8241 - 8990	26	2	4	4	4	6	6
8991 - 9740	27	2	4	4	5	6	6
9741 - 10490	28	2	4	5	5	6	6
10491 - 11990	29	2	4	5	5	7	6
11991 - 13490	30	2	4	5	6	7	6
13491 - 15000	31	2	4	5	6	7	7
15001 - 16500	32	2	4	5	6	8	7

FIGURE 27-4

PASTRY UNIT

Pounds Produced Daily	TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
			Baker				
Up to - 100	1				1		
100 - 200	2				1	1	
201 - 300	3			1	1	1	
301 - 400	4			1	1	1	1
401 - 500	5			1	1	2	1
501 - 715	6			1	2	2	1
716 - 930	7		1	1	2	2	1
931 - 1145	8		1	1	2	3	1
1146 - 1360	9		1	1	2	3	2
1361 - 1575	10		1	1	3	3	2
1576 - 1790	11	1	1	1	3	3	2
1791 - 2005	12	1	1	2	3	3	2
2006 - 2230	13	1	1	2	3	4	2
2231 - 2455	14	1	1	2	3	4	3
2456 - 2680	15	1	1	2	4	4	3
2681 - 2905	16	1	1	2	4	5	3
2906 - 3130	17	1	1	2	4	5	4
3131 - 3355	18	1	2	2	4	5	4
3356 - 3580	19	1	2	3	4	5	4
3581 - 3805	20	1	2	3	5	5	4
3806 - 4045	21	1	2	3	5	6	4
4046 - 4285	22	1	2	3	5	6	5
4286 - 4525	23	1	2	3	6	6	5
4526 - 4765	24	1	2	3	6	7	5
4766 - 5005	25	2	2	3	6	7	5

FIGURE 27-4 (cont'd)

Pounds Produced Daily	TOTAL	MSGT	TSGT	Baker SSGT	SGT	CPL	PVT
5006 - 5245	26	2	2	3	6	7	6
5246 - 5485	27	2	2	4	6	7	6
5486 - 5725	28	2	2	4	7	7	6
5726 - 6050	29	2	2	4	7	8	6
6051 - 6375	30	2	3	4	7	8	6
6376 - 6700	31	2	3	4	7	8	7
6701 - 7025	32	2	3	4	8	8	7
7026 - 7350	33	2	3	4	8	9	7
7351 - 7675	34	2	3	4	8	9	8
7676 - 8000	35	2	3	4	9	9	8
8001 - 8325	36	2	3	4	9	10	8
8326 - 8650	37	2	3	5	9	10	8
8651 - 8975	38	2	3	5	9	10	9
8976 - 9300	39	2	3	5	10	10	9
9301 - 9625	40	2	4	5	10	10	9
9626 - 9950	41	2	4	5	10	11	9
9951 - 10275	42	2	4	5	10	11	10
10276 - 10600	43	2	4	5	11	11	10
10601 - 10925	44	2	4	5	11	12	10
10926 - 11250	45	2	4	6	11	12	10
11251 - 11575	46	2	4	6	11	12	11
11576 - 11900	47	2	4	6	12	12	11
11901 - 12225	48	2	4	6	12	13	11
12226 - 12550	49	2	4	6	12	13	12
12551 - 12875	50	2	4	6	13	13	12
12876 - 13200	51	2	4	7	13	13	12
13201 - 13600	52	2	4	7	13	14	12
13601 - 14000	53	2	5	7	13	14	12

b. Other Activities

FIGURE 27-5

Average Number Rations Served Daily	MSGT	TSGT	Baker SSGT	SGT	CPL	PVT	TOTAL
Less than 146			NONE				0
146 - 215					1		1
216 - 355				1			1
356 - 590				1	1		2
591 - 1245			1	1	1		3

FIGURE 27-5 (cont'd)

Average Number Rations Served Daily	MSGT	TSGT	SSGT	Baker SGT	CPL	PVT	TOTAL
1246 - 1515			1	1	2		4
1516 - 2055		1	1	1	1		4
2056 - 2415	1		1	1	2		5
2416 - 2865	1		1	1	2	1	6
2866 - 3315	1		1	2	2	1	7
3316 - 4215	1	1	1	2	2	2	9
4216 - 5115	1	1	1	2	3	2	10

27003 MOS 3349

1. All messes except Security Forces

   1 MSGT for messes serving 951 - 4215 rations daily

   2 MSGT for messes serving over 4215 rations daily

27004 MOS 3361

1. Non-FMF

   a. Central Butcher Shop

FIGURE 27-6

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	Meat Cutter SSGT	SGT	CPL	PVT
Up to - 3000	6		1	1	1	2	1
3001 - 3500	7		1	1	2	2	1
3501 - 4000	8		1	1	2	3	1
4001 - 4500	9		1	1	3	3	1
4501 - 5000	10	1	1	1	3	3	1
5001 - 5625	11	1	1	1	3	4	1
5626 - 6250	12	1	1	2	3	4	1
6251 - 6875	13	1	1	2	4	4	1
6876 - 7500	14	1	1	2	4	5	1
7501 - 8125	15	1	1	2	4	5	2
8126 - 8750	16	1	1	2	5	5	2
8751 - 9375	17	1	1	2	5	6	2
9376 - 10000	18	1	1	3	5	6	2
10001 - 10910	19	1	1	3	6	6	2
10911 - 11820	20	1	1	3	6	7	2

FIGURE 27-6 (cont'd)

Average Number Rations Served Daily	Meat Cutter TOTAL	MSGT	TSGT	SSGT	SGT	CPL	PVT
11821 - 12730	21	1	1	3	7	7	2
12731 - 13640	22	1	1	4	7	7	2
13641 - 14550	23	1	1	4	7	7	3
14551 - 15460	24	1	1	4	7	8	3
15461 - 16370	25	1	1	4	8	8	3
16371 - 17280	26	1	1	4	8	9	3
17281 - 18190	27	1	1	4	9	9	3
18191 - 19100	28	1	1	4	9	9	4
19101 - 20010	29	1	1	5	9	9	4
20011 - 22232	30	1	1	5	9	10	4
22233 - 24454	31	1	1	5	10	10	4
24455 - 26676	32	1	1	6	10	10	4
26677 - 28898	33	1	1	6	10	11	4
28899 - 31120	34	1	1	6	10	11	5
31121 - 33342	35	1	1	7	10	11	5
33343 - 35564	36	1	1	7	10	12	5
35565 - 37786	37	1	1	7	11	12	5
37787 - 40000	38	1	1	8	11	12	5

b. Other Messes

FIGURE 27-7

Average Number Rations Served Daily	Meat Cutter MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 286			NONE				0
286 - 500				1			1
501 - 860			1	1			2
861 - 1245			1	1	1		3
1246 - 2055			1	1	2		4
2056 - 2415		1		1	2	1	5
2416 - 2865		1	1	1	2	1	6
2866 - 3315	1		1	1	2	1	6
3316 - 4215	1		1	2	2	2	8
4216 - 5115	1	1	1	2	3	2	10

27005 MOS 3371

1. Security Forces

FIGURE 27-8

Average Number Marine Rations Served Monthly	TOTAL	MSGT	TSGT	Cook SSGT	SGT	CPL	PVT
1 - 75	3			1*	1*	1	
76 - 145	4			1*	1	1	1
146 - 215	5		1*		1	2	1
216 - 285	6		1	1	1	2	1
286 - 355	7		1	1	2	2	1
356 - 425	8	1		1	2	3	1
426 - 500	9	1		2	2	3	1

*Marine Corps mess only

2. All other messes

FIGURE 27-9

Average Number Rations Served Daily	TOTAL	MSGT	TSGT	Cook SSGT	SGT	CPL	PVT
1 - 75	3			1	1	1	
76 - 145	5			1	1	2	1
146 - 215	5		1		1	2	1
216 - 285	6		1	1	1	2	1
286 - 355	7		1	1	2	2	1
356 - 425	8	1		1	2	3	1
426 - 500	9	1		2	2	3	1
501 - 590	10	1		2	3	3	1
591 - 680	11	1		2	3	4	1
681 - 770	13	1	1	2	3	4	2
771 - 860	14	1	1	2	3	5	2
861 - 950	15	1	1	2	4	5	2
951 - 1040	16		1	2	4	7	2
1041 - 1245	18		1	2	4	9	2
1246 - 1515	20		1	2	5	9	3
1516 - 1785	23		1	3	6	10	3
1786 - 2055	26	1	2	3	6	11	3
2056 - 2415	30	1	2	3	6	14	4
2416 - 2865	35	1	2	4	8	16	4
2866 - 3315	39	1	2	5	9	17	5
3316 - 4215	46	1	3	6	10	20	6
4216 - 5115	54	1	3	8	11	24	7

3. Staff Noncommissioned Officer Clubs

Station Staff NCO Load Serviced (USMC & USN)	Asst Manager TSGT
Less than 120	0
Over 120	1

CHAPTER 28

CRITERIA FOR OCCUPATIONAL FIELD 34

28000 MOS 3402 (OFFICER)

1. All Activities

FIGURE 28-1

Total Disbursing Personnel	Total	MAJ	CAPT	LT/WO
1 - 4	1			1*
5 - 18	2		1	1
19 - 26	3		1	2
27 - 35	4		1	3
36 - 50	5	1	1	3
51 - 70	6	1	1	4
71 - 95	7	1	2	4
96 - 120	8	1	2	5

* At a command of this size the supply officer may be used as a deputy during periods of leave, sickness and emergency.

28001 MOS 3411

1. All Activities

a. Active Duty Pay Accounts

FIGURE 28-2

Pay Records Clerks

Monthly Average No. of Active Duty Pay Accounts	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
100 - 305	2			1		1	
306 - 610	3		1		1	1	
611 - 915	4		1	1	1	1	
916 - 1220	5		1	1	1	1	1
1221 - 1525	5	1		1	1	1	1

Figure 28-2 (Continued)

Monthly Average No. of Active Duty Pay Accounts	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
1526 - 1830	6	1		1	1	1	2
1831 - 2155	7	1		1	1	2	2
2156 - 2480	8	1		1	2	2	2
2481 - 2805	9	1		1	2	2	3
2806 - 3130	10	1	1	1	2	2	3
3131 - 3455	11	1	1	1	2	3	3
3456 - 3780	12	1	1	2	2	3	3
3781 - 4130	13	1	1	2	2	3	4
4131 - 4480	14	1	1	2	2	4	4
4481 - 4830	15	1	2	2	2	4	4
4831 - 5180	16	1	2	2	3	4	4
5181 - 5530	17	1	2	3	3	4	4
5531 - 5880	18	1	2	3	3	4	5
5881 - 6255	19	1	2	3	4	4	5
6256 - 6630	20	1	3	3	4	4	5
6631 - 7005	21	1	3	3	4	5	5
7006 - 7380	22	1	3	4	4	5	5
7381 - 7755	23	1	3	4	4	5	6
7756 - 8130	24	1	3	4	5	5	6
8131 - 8530	25	2	3	4	5	5	6
8531 - 8930	26	2	3	4	5	6	6
8931 - 9330	27	2	3	5	5	6	6
9331 - 9730	28	2	3	5	6	6	6
9731 - 10130	29	2	3	5	6	6	7
10131 - 10530	30	2	3	5	6	7	7

Figure 28-2 (Continued)

Monthly Average No. of Active Duty Pay Accounts	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
10531 - 10955	31	2	4	5	6	7	7
10956 - 11380	32	2	4	6	6	7	7
11381 - 11805	33	2	4	6	6	7	8
11806 - 12225	34	2	4	6	7	7	8
12226 - 12650	35	3	4	6	7	7	8
12651 - 13075	36	3	4	6	7	8	8
13076 - 13500	37	3	4	7	7	8	8
13501 - 13925	38	3	4	7	7	8	9
13926 - 14350	39	3	4	7	8	8	9
14351 - 14775	40	3	5	6	8	8	9
14776 - 15200	41	3	5	7	8	9	9
15201 - 15625	42	3	5	7	8	9	10
15626 - 16075	43	3	5	8	8	9	10
16076 - 16525	44	3	5	8	8	10	10
16526 - 16975	45	4	5	8	8	10	10
16976 - 17425	46	4	5	8	9	10	10
17426 - 17875	47	4	5	8	9	10	11
17876 - 18325	48	4	5	8	9	11	11
18326 - 18775	49	4	5	8	10	11	11
18776 - 19225	50	4	6	8	10	11	11
19226 - 19675	51	4	6	8	10	11	12
19676 - 20125	52	4	6	9	10	11	12
20126 - 20575	53	4	6	9	11	11	12
20575 - 21025	54	4	6	10	11	11	12
21026 - 21500	55	4	6	10	11	12	12
21501 - 21975	56	4	7	10	11	12	12
21976 - 22450	57	4	7	10	11	12	13
22451 - 22925	58	4	7	10	11	13	13
22926 - 23400	59	4	7	10	11	13	14
23401 - 23875	60	4	7	10	12	13	14
23876 - 24390	61	4	7	10	12	14	14
24391 - 24825	62	4	7	10	12	14	15
24826 - 25325	63	5	7	10	12	14	15
25326 - 25825	64	5	8	10	12	14	15
25826 - 26325	65	5	8	10	12	14	16

Figure 28-2 (Continued)

Monthly Average No. of Active Duty Pay Accounts	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
26326 - 26825	66	5	8	10	13	14	16
26826 - 27325	67	5	8	10	13	15	16
27326 - 27825	68	5	8	11	13	15	16
27826 - 28325	69	5	8	11	13	15	17
28326 - 28825	70	5	8	11	14	15	17
28826 - 29325	71	5	8	11	14	16	17
29326 - 29825	72	5	8	11	14	17	17
29826 - 30325	73	5	8	11	14	17	18
30326 - 30825	74	5	8	11	14	17	19
30826 - 31325	75	5	8	12	14	17	19
31326 - 31825	76	5	8	12	14	18	19

b. Pay Accounts for Organized Reservists in a Drill Status.

FIGURE 28-3

Pay Records Clerks

Monthly Average Pay Accounts for Organized Reservists in a Drill Status	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
400 - 525	1					1	
526 - 1050	2				1	1	
1051 - 1600	3			1	1	1	
1601 - 2150	4			1	1	1	1
2151 - 2700	5		1	1	1	1	1
2701 - 3500	6		1	1	1	1	2
3501 - 4300	7		1	1	1	2	2
4301 - 5200	8		1	1	2	2	2
5201 - 6200	9		1	1	2	2	3
6201 - 7100	10	1	1	1	2	2	3
7101 - 8000	11	1	1	1	2	3	3
8001 - 8900	12	1	1	2	2	3	3
8901 - 9800	13	1	1	2	2	3	4
9801 - 10700	14	1	1	2	2	4	4
10701 - 11600	15	1	2	2	2	4	4
11601 - 12500	16	1	2	2	3	4	4

c. Recruit Pay Accounts

FIGURE 28-4

Pay Records Clerks

Monthly Average Recruit Accounts	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
300 - 625	1					1	
626 - 1250	2				1	1	
1251 - 1875	3			1	1	1	
1876 - 2500	4			1	1	1	1
2501 - 3200	5		1	1	1	1	1
3201 - 3900	6		1	1	1	1	2
3901 - 4600	7		1	1	1	2	2
4601 - 5300	8		1	1	2	2	2
5301 - 6000	9		1	1	2	2	3
6001 - 6700	10	1	1	1	2	2	3
6701 - 7400	11	1	1	1	2	3	3
7401 - 8100	12	1	1	2	2	3	3
8101 - 8800	13	1	1	2	2	3	4
8801 - 9500	14	1	1	2	2	4	4
9501 - 10200	15	1	2	2	2	4	4
10201 - 10900	16	1	2	2	3	4	4
10901 - 11600	17	1	2	3	3	4	4
11601 - 12300	18	1	2	3	3	4	5
12301 - 13000	19	1	2	3	4	4	5
13001 - 13700	20	1	3	3	4	4	5
13701 - 14400	21	1	3	3	4	5	5
14401 - 15200	22	1	3	4	4	5	5
15201 - 16000	23	1	3	4	4	5	6
16001 - 16800	24	1	3	4	5	5	6
16801 - 17600	25	2	3	4	5	5	6
17601 - 18400	26	2	3	4	5	6	6
18401 - 19200	27	2	3	5	5	6	6
19201 - 20000	28	2	3	5	6	6	6
20001 - 20800	29	2	3	5	6	6	7
20801 - 21600	30	2	3	5	6	7	7
21601 - 22400	31	2	4	5	6	7	7
22401 - 23200	32	2	4	6	6	7	7
23201 - 24000	33	2	4	6	6	7	8
24001 - 24800	34	2	4	6	7	7	8
24801 - 25600	35	3	4	6	7	7	8
25601 - 26400	36	3	4	6	7	8	8

1. All Activities

FIGURE 28-5

Travel Expense Clerks

Monthly Average Travel Documents	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
150 - 450	1					1	
451 - 875	2				1	1	
876 - 1375	3				1	1	1
1376 - 1900	4			1	1	1	1
1901 - 2450	5		1	1	1	1	1
2541 - 3000	6		1	1	1	1	2
3001 - 3550	7		1	1	1	2	2
3551 - 4100	8		1	1	2	2	2
4101 - 4650	9		1	1	2	2	3
4651 - 5200	10	1	1	1	2	2	3
5201 - 5750	11	1	1	1	2	3	3
5751 - 6300	12	1	1	2	2	3	3
6301 - 6850	13	1	1	2	2	3	4
6851 - 7425	14	1	1	2	2	4	4
7426 - 8000	15	1	2	2	2	4	4
8001 - 8575	16	1	2	2	3	4	4

28003 MOS 3441

1. All Activities

a. Payment of civilians

FIGURE 28-6

Monthly Average Civilians Paid	Total	TSGT	SSGT	SGT	CPL	PVT
100 - 550	1				1	
551 - 1300	2			1	1	
1301 - 2300	3		1	1	1	
2301 - 3550	4		1	1	1	1
3551 - 5000	5	1	1	1	1	1
5001 - 6700	6	1	1	1	1	2

b. Public Vouchers

FIGURE 28-7

Monthly Average Public Vouchers Paid	Total	MSGT	TSGT	SSGT	SGT	CPL	PVT
100 - 400	1					1	
401 - 850	2				1	1	
851 - 1350	3			1	1	1	
1351 - 1875	4			1	1	1	1
1876 - 2425	5		1	1	1	1	1
2426 - 3000	6		1	1	1	1	2
3001 - 3600	7		1	1	1	2	2
3601 - 4225	8		1	1	2	2	2
4226 - 4875	9		1	1	2	2	3
4876 - 5550	10	1	1	1	2	2	3
5551 - 6250	11	1	1	1	2	3	3
6251 - 6950	12	1	1	2	2	3	3
6951 - 7700	13	1	1	2	2	3	4
7701 - 8450	14	1	1	2	2	4	4
8451 - 9225	15	1	2	2	2	4	4
9226 - 10000	16	1	2	2	3	4	4

CHAPTER 29

CRITERIA FOR OCCUPATIONAL FIELD 35

29000 MOS 3516

1. Security Forces

Automotive Maintenance personnel will not be provided.

29001 MOS 3531

1. Security Forces

Where CMC does not have management control - 1 Pvt, Motor Vehicle Operator

Where CMC does have management control - 1 Cpl and 1 Pvt, Motor Vehicle Operator

These allowances may be increased where separate security detachments must be supplied from main barracks.

2. Brigs operated by Marine Corps Activities

FIGURE 29-1

Average Prisoner Population	Motor Vehicle Operators
Less than 100	NONE
100 - 200	2
201 - 400	3
Over 400	4

3. Fire Departments

There will be two (2) truck drivers for each engine company. Rank distribution will be as follows:

SGT - 15%
CPL - 35%
PVT - 50%

4. All Non-FMF activities except Security Forces.

a. Special Services

Two (2) bus drivers for each bus and one (1) driver (MOS 3531) for each other type vehicle used exclusively by Special Services. Rank will be equally distributed between Cpl and Sgt.

CHAPTER 32

CRITERIA FOR OCCUPATIONAL FIELD 41

32000 MOS 4111

1. Commissioned Officer Mess Sections

FIGURE 32-1

Station Officer Load (USMC plus USN)	SSGT	SGT	CPL	TOTAL
Less than 120	1			1
120 - 220			1	1
221 - 800		1		1
801 - 1800	1			1
Over 1800	1		1	2

2. Staff Noncommissioned Officer Clubs

FIGURE 32-2

Station Staff NCO Load Serviced (USMC & USN)	Bookkeeper SSGT	Bookkeeper SGT
Less than 120	1	
120 - 500	NONE	
Over 500		1

3. Enlisted Clubs

FIGURE 32-3

Station Enlisted Load	Bookkeeper SSGT	Bookkeeper SGT
Less than 500	1	
Over 500		1

32001 MOS 4131

1. Security Forces

When an approved exchange is operated by the command, the following personnel are authorized:

FIGURE 32-4

Authorized Strength	Exchange Man TSGT	SSGT	SGT	CPL	PVT/PFC	TOTAL
0 - 80			1	1*		2
81 - 180		1	1	1*		3
181 - 300	1		1	1	1*	4
301 - 450	1		1	1	2*	5
451 - 600	1	1	1	1	2*	6

* Additional duty for authorized projectionist if provided.

NOTE: One additional Cpl (4131) will be authorized for each branch in addition to the central post exchange.

2. Staff Noncommissioned Officer Clubs

FIGURE 32-5

Station Staff NCO Load Services (USMC & USN)	Manager/Treasurer & Asst Treasurer MSGT	TSGT	SSGT
Less than 120		NONE	
120 - 1300		1	
Over 1300	1		1

3. Enlisted Clubs

FIGURE 32-6

Station Enlisted Load	Manager/Treasurer MSGT	TSGT	Assistant Manager SSGT	SGT	CPL
Less than 500		NONE			
501 - 1500		1			
1501 - 5000	1			1	
Over 5000	1		1		1

CHAPTER 34

CRITERIA FOR OCCUPATIONAL FIELD 55 - 58

34000 MOS 5502 (OFFICER)

1. All Marine Corps Fields Bands

One Warrant Officer for each:

Basic Band Unit of 36
Basic Band Unit of 48
Division Band of 73

34001 MOS 5511 - 5565

1. Marine Corps Field Bands

a. Rank Breakdown

FIGURE 34-1

	Assistant Band Leader	Bandsmen MSGT	MSGT	TSGT	SSGT	SGT	CPL	PVT
Basic Band Unit of 36		1	1	2	4	10	10	7
Basic Band Unit of 48		1	1	2	7	13	14	8
Division Band of 73		2	2	4	8	21	20	14

b. Job Breakdown

FIGURE 34-2

	Asst Band Leader	Bandsman General	Clarinet	Flute & Piccolo	Saxo-phone	Coronet Trumpet	Baritone Euphonium
Band of 36	1	1	8	1	4	6	1
Band of 48	1	2	10	1	4	8	2
Band of 73	2	3	16	2	8	12	2

	French Horn Mellophone	Trombone	Tuba String Bass	Bass Drum	Snare Drum	Piano
Band of 36	3	4	2	1	2	1
Band of 48	4	4	4	1	4	1
Band of 73	6	8	4	2	4	2

c. The various possible combinations of ranks and jobs are not prescribed.

34002 MOS 5581

1. Marine Corps Field Bands

FIGURE 34-3

	Instrument Repairman TSGT
Basic Band Unit of 36	NONE
Basic Band Unit of 48	1
Basic Band Unit of 73	1

34003 MOS 5591

1. Security Forces

FIGURE 34-4

	Instructor*		Bugler	
	SSGT	SGT	CPL	PVT
No Collateral Drum & Bugle Corps				
Barracks of less than 100		NONE		
Barracks of 100 or more			1	1
Collateral Drum & Bugle Corps but located near units with T/O musical organizations			1	1
Collateral Drum & Bugle Corps and not in close proximity to units with T/O musical organizations				
7 Man Drum and Bugle Corps		1		1
13, 17 or 25 Man Drum and Bugle Corps	1			1

(To be counted as supernumeraries in the computation of total supernumerary requirements)

*These billets may also be filled by Drummers, MOS 5593

2. Ground FMF

FIGURE 34-5

	Bugler			
	SSGT	SGT	CPL	PVT
Company HQ		NONE		
Battalion HQ			1	1
Regimental HQ (Arty & Service)		1		1
Regimental HQ (Inf)	1			1
Division HQ			1	1

3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

FIGURE 34-6

Bugler	
SGT	PVT
1	1

4. Other non-FMF permanent Stations with authorized strength over 325 and not authorized a Band or full time Drum and Bugle Corps.

FIGURE 34-7

	Instructor*		Bugler	
	SSGT	SGT	CPL	PVT
No Collateral Drum & Bugle Corps				
Less than 325 Authorized Strength		NONE		
325 or more Authorized Strength				2
Collateral Drum & Bugle Corps but located near units with T/O musical organizations				2
Collateral Drum & Bugle Corps and not in close proximity to units with T/O musical organizations				
7 Man Drum & Bugle Corps		1		1
13, 17 or 25 Man Drum & Bugle Corps	1			1

*These billets may also be filled by Drummers, MOS 5593

34004 MOS 5591 - 5597

1. Basic Drum and Bugle Corps of 25

FIGURE 34-8

Rank Breakdown		Job Breakdown
1	MSGT	1 Drum Major
2	TSGT	16 Buglers
3	SSGT	7 Drummers
4	SGT	1 Cymbalier
6	CPL	
9	PFC/PVT	

34005 MOS 5593

1. Security Forces — See criteria for MOS 5591.

2. Ground FMF

FIGURE 34-9

	Drummers TSGT	SGT	PVT
Battalion HQ (Inf)			1
Battalion HQ (All other)		NONE	
Regimental HQ (Inf)		1	
Regimental HQ (Arty & Service)		NONE	
Division HQ	1		

3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

1 Cpl Drummer

4. Other non-FMF permanent stations with authorized strength over 325 and not authorized a band or full time drum and bugle corps.

See criteria for MOS 5591

34006 MOS 5597

1. Ground FMF

Division HQ - 1 MSgt Drum Major

34007 MOS 5802 (OFFICER)

1. Brigs

a. Where an activity operates a brig:

FIGURE 34-10

Average Prisoner Population	Brig Officer WO	Asst Brig Officer WO
30 - 200	1	
201 - 400		1
Over 400		2

One additional assistant brig officer, also a member of the operating command, should be provided for each additional separate branch brig with an average prisoner population exceeding 30 where facilities are not in the proximity of another branch or main brig.

b. Where an activity provides only the guard force: NONE

1. Fire Departments

a. Class A Fire Protection

FIGURE 35-5

Number of Pumpers	Estimated Fire Flow	Fire Chief	Asst Fire Chief	Supervisor	Fire Fighter	Total
1	1000 - 2000 gpm	1		2	8	11
2	2000 - 3500 gpm	1	2	4	16	23
3	3500 - 4500 gpm	1	2	6	24	33
4	4500 - 5500 gpm	1	2	8	32	43*

* For each additional pumper add 2 supervisors and 8 fire fighters.

(1) Augmentations

(a) For those companies serving closely built high value industrial districts and areas containing large buildings, the construction and occupancy of which constitutes a high life hazard, the above requirements for each unit will be increased by two (2) fire fighters.

(b) Activities having 3 of more fire stations shall have 3 fire alarm operators in addition to the above personnel.

(c) Where military personnel are used exclusively as full time structural fire fighters, the above allowances for each company will be increased by three (3) fire fighters. The rank structure will be as follows:

MSGT - 1%
TSGT - 3%
SSGT - 10%
SGT - 15%
CPL - 21%
PVT - 50%

b. Class C Fire Protection

There will be one (1) fire fighter supervisor on duty at all times with sufficient other men, on a volunteer brigade basis, to man the required equipment, available on call and for regular weekly drill periods.

c. Fire Prevention at activities where no fire department is maintained and dependence is placed upon the municipal fire departments.

(1) For large activities having in excess of 20 buildings or 1,000,000 square feet of floor area and built-in fire extinguishing and/or alarm equipment requiring testing but where maintenance is done by others: Two fire prevention inspectors, one GS-6 and one GS-5.

(2) For large activities as described above under (1) but where recharging of fire extinguishers, and maintenance work on fire appliances is a responsibility of the fire prevention personnel: Two fire prevention inspectors, one GS-6, one GS-5 and two fire fighter inspectors, GS-3.

(3) For small activities (i.e. MB's or MCRTC), assignment of the duty of fire prevention inspection will be made to a non-commissioned officer as collateral duty.

35006 MOS 8911

1. Security Forces

One Sgt, Police NCO, for barracks or detachments over 50. The infantry weapons armorer performs additional duty as police NCO in barracks or detachments of 50 or less.

2. Marine Corps operated brigs

FIGURE 35-6

Average Prisoner Population	Police NCO SGT
0 - 200	NONE
Over 200	1

35007 MOS 8921

1. Security Forces

No separate Athletic and Recreation Assistant billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35 MM projectionist or Police NCO.

35008 MOS 8941

1. Security Forces

Barber billets will not be established in Non-FMF activities unless inaccessability of civilian barber facilities or inability to procure civilian barbers can be justified. Barber billets justified in accordance with the above will be authorized one per 160 men.

35009 MOS 8951

1. Security Forces

Cpl, Chauffeur-Orderly

2 each - Commandants Naval Districts and River Commands
Commanders Sea Frontiers
Overseas Area Commanders
Commanders of Major Training Commands
(Even if any of the above flags are combined no more than 2 billets are authorized)

1 each - President Naval War College
Flag rank commanders of shore activities who exercise immediate military command over Marine Security Forces

35010 MOS 9910 (OFFICER)

1. Security Forces

a. Commanding Officers

(1) Marine Barracks and Detachments (Naval Air Station)

0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

(2) Other Marine Barracks and Detachments

0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel (MOS 9906 or 9907)

(3) District Marine Officers - Colonel (MOS 9906)

b. Executive Officers

One rank lower than Commanding Officer.

c. Guard Officers

(1) Main Guard (Billetted at Barracks Headquarters)

Total Number of Guard Personnel	Designation	Capt	Lt/WO
1 - 34	Section	NONE	
35 - 74	Section		1
75 - 110	Company	1	1
111 - 150	Company w/platoons	1	2
151 - 195	Company w/platoons	1	3
196 - 240	Company w/platoons	1	4
241 - 285	Companies w/platoons	2	4*

* One (1) Lt/WO for each 45 additional men

(2) Separated Detachments

(a) Those activities having guard personnel that are permanently billetted, or located, a distance of 10 or more road miles from the parent activity will add "Detached" to the designation and apply separately the criteria above.

(b) Those activities having guard personnel that are permanently billetted, or located, a distance of less than 10 miles from the parent activity will consider these personnel as part of the main guard

d. Legal Officers

1 Lt for each established legal section.

e. Exchange Officers

1 Lt/WO for each established exchange at barracks with an authorized strength over 300.

2. Brigs

a. Where an activity operates a brig:

FIGURE 35-7

Average Prisoner Population	Brig Officer and Executive Officer MAJ	CAPT
Less than 201	NONE (additional duty assignment to an officer of operating activity or MOS 5802)	
201 - 400		1
Over 400	1	1

b. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine Officer supervision over Marine Security Guards will, however, be provided when the number of Marine guards exceeds 30.

3. Commissioned Officer Messes

a. Administrative Unit

FIGURE 35-8

Station Officer Load (USMC & USN)	MAJ	CAPT	LT
Less than 120	Additional duty basis only		
120 - 220			1 OinC & Treas
221 - 800		1 OinC	1 Treas
801 - 1800	1 OinC		2 Treas
Over 1800	1 OinC	1 Treas	1 Asst Treas
		1 Open Mess	1 BOQ Officer where numerous BOQ's are widely dispersed.

NOTE: Officer in Charge billet is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit.

b. Closed Mess Unit

The mess officer will be assigned on an additional duty basis.

c. BOQ Unit

The BOQ officer will be assigned to individual BOQ areas on an additional duty basis.

4. Legal Offices

a. Legal Officers and Counsel

Average Special Courts-Martial Convened Monthly	Legal Officer Maj	Capt	Lt	Counsel Capt/Lt
Less than 6		(Additional duty)		
6 - 10		1		(additional duty)
11- 12		1		1
13- 15		1	1	1
16- 20		1	1	2
Over20	1		1	3

b. Investigator

Average Special Courts-Martial Convened Monthly	Investigator Lt
22 or less	(additonal duty)
More than 22	1

CHAPTER 36

OFFICER RANK STRUCTURE

36000 INTRODUCTION

36001 MOS 0185

36002 MOS 0195

36003 MOS 3402

36004 MOS 4002

CHAPTER 36

OFFICER RANK STRUCTURE

3600 INTRODUCTION

1. Marine Corps-wide application of the criteria in this manual results in the rank structures contained in subsequent tables. Individual commands' rank structure will not, however, necessarily resemble those shown in this chapter.

36001 MOS 0185

FIGURE 36-1

MAJ
9%

CAPT
91%

36002 MOS 0195

FIGURE 36-2

COL (MOS 9906)
5%

LTCOL
7%

MAJ
88%

36003 MOS 3402

FIGURE 36-3

LTCOL
1.1%

MAJ
5.2%

CAPT
37.1%

LT/WO
56.6%

FIGURE 36-4

LTCOL
9.3%

MAJ
11.6%

CAPT
23.3%

LT/WO
55.8%

CHAPTER 37

ENLISTED RANK STRUCTURE

37000 INTRODUCTION

37001 MOS 0121

37002 MOS 0161

37003 MOS 2111

37004 OCCUPATIONAL FIELD 33

37005 MOS 3411

37006 MOS 3431

37007 OCCUPATIONAL FIELD 36

37008 OCCUPATIONAL FIELD 55

CHAPTER 37

ENLISTED RANK STRUCTURE

37000 INTRODUCTION

1. Marine Corps-wide application of the criteria in this manual results in the rank structures contained in subsequent tables. Individual commands' rank structure will not, however, necessarily resemble those shown in this chapter.

37001 MOS 0121

FIGURE 37-1

MSGT
15%

TSGT
17%

SSGT
24%

SGT
37%

CPL
7%

37002 MOS 0161

FIGURE 37-2

MSGT
2.8%

TSGT
3.2%

SSGT
7.3%

SGT
28.1%

CPL
35.0%

PVT
23.6%

37003 MOS 2111

FIGURE 37-3

MSGT	2.2%
TSGT	2.7%
SSGT	3.1%
SGT	23.7%
CPL	42.2%
PVT	26.2%

37004 OCCUPATIONAL FIELD 33

FIGURE 37-4

3311		3361		3371	
MSGT*	5.6%	MSGT*	6.9%	MSGT*	3.8%
TSGT	6.6%	TSGT	9.8%	TSGT	8.7%
SSGT	12.2%	SSGT	15.5%	SSGT	14.5%
SGT	28.3%	SGT	25.9%	SGT	22.8%
CPL	36.3%	CPL	32.1%	CPL	34.9%
PVT	11.0%	PVT	9.8%	PVT	15.3%

* Includes a proportionate share of Food Service Technicians (MOS 3349)

37005 MOS 3411

FIGURE 37-5

MSGT
9.7%

TSGT
9.5%

SSGT
14.4%

SGT
17.4%

CPL
21.9%

PVT
27.1%

37006 MOS 3431

FIGURE 37-6

MSGT
7.1%

TSGT
10.7%

SSGT
12.5%

SGT
21.4%

CPL
32.2%

PVT
16.1%

37007 OCCUPATIONAL FIELD 36

FIGURE 37-7

MSGT 3619
3.3%

TSGT 3619
6.8%

SSGT 3611 7.0%	SSGT 3613 6.4%
SGT 3611 6.7%	SGT 3613 11.3%
CPL 3611 9.5%	CPL 3613 16.6%
PVT 3611 5.3%	PVT 3613 27.6%

37008 OCCUPATIONAL FIELD 55

FIGURE 37-8

Billet Rank Structure
(Established by Band and Field Music Criteria)

5511 - 5565*		5581	5591	5597	5593
8.0%	MSGT	18.2%		1.2%	
8.2%	TSGT	72.7%	.4%		.8%
16.0%	SSGT	9.1%	2.4%		.4%
26.7%	SGT		4.5%		2.8%
24.7%	CPL		28.2%		6.3%
16.3%	PVT		41.0%		12.0%

* All ranks fill various MOS except MOS 5519 which is filled by MSGT only.

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PERSONNEL REQUIREMENTS CRITERIA MANUAL

NAVMC P-1130-AO1

CHANGE 3

DEPARTMENT OF THE NAVY
HEADQUARTERS, U. S. MARINE CORPS
WASHINGTON 25, D. C. AUGUST 1958

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3-4	3	10-3	0	21-5	3	31-5	3
3-5	1	10-4	3	21-6	3	32-1	0
3-6	0	10-5	0	21-7	3	32-3	3
3-7	3	10-6	3	21-8	3	32-4	3
3-8	3	10-7	0	21-9	3	32-5	3
3-9	2	10-8	3	21-10	3	32-6	3
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CHAPTER 3

MESSES, CLUBS AND STEWARD CRITERION

3000	COMMISSIONED OFFICER MESS SECTION
3001	ADMINISTRATIVE UNIT
3002	OPEN MESS UNIT
3003	CLOSED MESS UNIT
3004	BOQ UNIT
3005	STEWARD ASSIGNMENTS TO FMF STAFF MESSES
3006	STEWARD ASSIGNMENTS TO OFFICER MESSES AFLOAT
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3009	ENLISTED CLUBS
3010	HOSTESS HOUSES
3011	ADDITIONAL PERSONNEL

CHAPTER 3

MESSES, CLUBS AND STEWARD CRITERION

FUNCTION - Commissioned Officer Mess (Open, Closed, and Staff), Staff Non-commissioned Officer Clubs, Enlisted Clubs, Hostess Houses, and Steward Assignments.

TYPE UNIT - Any permanent Marine Corps Installation.

3000 COMMISSIONED OFFICER MESS SECTION

1. One Commissioned Officer Mess Section will be allotted to each activity, base, or station operating an "open" and/or "closed" mess authorized by CMC.

2. Each section will be composed of (1) supervisory and administrative personnel for the handling of functions pertaining to its subordinate units, (2) one or more "open" and/or "closed" mess units as may be in operation and authorized by CMC, and (3) one or more BOQ units as may be in operation.

3001 ADMINISTRATIVE UNIT

Figure 3-1

Station Officer Load (USMC & USN)	Billet Designator MOS 9910 MAJ	CAPT	LT	MOS 4111 SSGT	SGT	CPL	MOS 0141 CPL
Less than 120	Additional duty basis only			1			
120 - 220			1 OinC & Treas			1	
221 - 800		1 OinC	1 Treas		1		1
801 - 1800	1 OinC		2 Treas	1			1
Over 1800	1 OinC	1 Treas Open Mess	1 Asst Treas Open Mess	1		1	1
		1 OinC Open Mess					

NOTES: 1. Officer in Charge is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit.

2. Station Officer load is monthly average of 3 months most recent actual and 3 following months estimated on board strengths.

3002 OPEN MESS UNIT

1. This activity must be operated insofar as possible by civilians paid from activity funds (MCM 19101). If the assignment of billets to military personnel is necessary as the result of conditions peculiar to a particular mess, it must be supported by full justification therefor.

3003 CLOSED MESS UNIT

1. The mess officer will be assigned on an additional duty basis.

2. It is intended that the only enlisted personnel assigned this activity be stewards.

Breakdown by rank of MOS of criteria for Steward Assignments to Commissioned Officer Mess (Closed)

Figure 3-2

MOS 3619 - Steward Chief

Average number of meals served daily	MSGT	TSGT	TOTAL
0 - 40			0
41 - 100		1	1
101 - 190	1		1
191 - 340	1	1	2
341 - 440	1	2	3
Over 440	2	2	4

Figure 3-3

MOS 3611 - Steward Cook

Average number of meals served daily	SSGT	SGT	CPL	PVT	TOTAL
0 - 40	1		1		2
41 - 70			1	1	2
71 - 100		1		2	3
101 - 130		1	1	2	4
131 - 165	1		1	3	5
166 - 200	1		2	3	6
201 - 235	1		2	4	7
236 - 270	1	1	2	4	8
271 - 310	1	1	2	5	9
311 - 350	1	1	3	5	10

MOS 3613 - Steward Attendant (BOQ) (cont'd)

Average number of rooms occupied in BOQ	SSGT	SGT	CPL	PVT	TOTAL
501 - 520	1	2	4	19	26
521 - 540	1	2	4	20	27
541 - 560	1	2	4	21	28
561 - 580	1	2	4	22	29
581 - 600	1	2	5	22	30
601 - 620	1	2	5	23	31
621 - 640	1	2	5	24	32
641 - 660	1	2	5	25	33
661 - 680	1	2	5	26	34
681 - 700	1	2	5	27	35

NOTES: 1. Any number of meals over an increment is counted as an additional whole increment.

2. The average number of meals served means those meals actually served only in the dining room (excludes stewards' meals or snacks) and is to be computed by dividing the total number of days in that period on the basis of a seven day week.

3. The number of meals served daily and rooms occupied in the BOQ are to be averaged on the basis of the quarterly reports submitted in accordance with Marine Corps Order 1764.2A. These will be reviewed when the reports dated as of 28 February and 31 August of each year are received. Each quarterly report will be added to previous quarterly reports until four reports have been made, and thereafter, computations will be based on the workload of the last four quarters for which data has been reported.

4. This criterion is to be applied separately wherever there is a physical separation of facilities, resulting in a branch or annex of a COM (closed).

3. The utilization of civilian janitorial personnel in conjunction with steward attendants (BOQ) where desirable is considered appropriate. When used, civilians will replace stewards as follows:

MOS 3613 - Group II Maid, janitor, or laborer

3005 STEWARD ASSIGNMENTS TO FMF STAFF MESSES

Figure 3-6

General and Special Staff Section Heads of Field Rank	MOS 3619 Steward Chief		MOS 3611 Steward Cook			MOS 3613 Steward Attendant				
	MSGT	TSGT	SSGT	SGT	CPL	SSGT	SGT	CPL	PVT	TOTAL
0 - 15				1	1		1	1		4
16 - 24		1		1	1	1	1	1		6
25 - 34	1		1	1	1	1	1	2	1	9
Over 34	1		1	1	2	1	1	2	2	11

NOTE: The above criterion allows approximately 1 cook per 10 officers fed and 1 attendant per 6 officers fed.

3006 STEWARD ASSIGNMENTS TO OFFICER MESSES AFLOAT

Figure 3-7

Officers served	MOS 3611 Steward Cook				MOS 3613 Steward Attendant				TOTAL
	SSGT	SGT	CPL	PVT	SSGT	SGT	CPL	PVT	
0 - 17		1					1	1	3
18 - 24		1					2	1	4
25 - 34		1		1			2	2	6
35 - 44		1		1			2	3	7
45 - 59		1	1	1			3	4	10
60 - 74	1	1	1			1	3	4	11
75 - 89	1	1	1	1		1	3	4	12

NOTE: The above criterion allows approximately 1 steward cook per 20 officers fed and (a) for the first 60 officers served 1 steward attendant per 8 officers served; (b) for 60-74 officers served 1 steward attendant per 9 officers served; and (c) for 75-89 officers served 1 steward attendant per 10 officers served.

3007 IN THE SERVICE OF GENERAL OFFICERS

Figure 3-8

	MOS 3619 Steward Chief		MOS 3611 Steward Cook	MOS 3613 Steward Attendant		
	MSGT	TSGT	SSGT	SSGT	SGT	TOTAL
Commandant	1	2	1			4
Lieutenant General	1		1		1	3
Major General		1		1		2
Brigadier General			1		1	2

CHAPTER 6

DATA PROCESSING CRITERION

6000 INTRODUCTION

6001 MANAGEMENT PERSONNEL

6002 ADMINISTRATIVE-CLERICAL PERSONNEL

6003 ANALYST PERSONNEL

6004 ACCOUNTING SUPERVISORY PERSONNEL

6005 OPERATOR SUPERVISORY PERSONNEL

6006 OPERATOR PERSONNEL

6007 CIVILIAN PERSONNEL

CHAPTER 6

DATA PROCESSING CRITERION

FUNCTION - Data Processing
TYPE UNIT - Data Processing Installations, Non-FMF

6000 INTRODUCTION

1. Mechanization of existing operations to be worthwhile must either be accompanied by significant personnel savings or a materially more useful end-product. Thus, part and parcel of this criteria is the requirement that an estimate of personnel savings and of the value of improved operations are inherent in the decision to mechanize.

2. The use of military personnel is appropriate in order to provide sufficient billets for training and mobilization expansion. Otherwise, civilian personnel will be used to the maximum practicable extent. Women Marines and/or civilian billets may be substituted for currently established male military billets upon approval of Headquarters Marine Corps.

6001 MANAGEMENT PERSONNEL

Figure 6-1

Data Processing Officer - MOS 4002

Installation performing services of a complexity and volume to require a total of 10 to 19 personnel (Military and Civilian)	1 OinC (Lt)
Installation performing services of a complexity and volume to require a total of 20 to 39 personnel (Military and Civilian)	1 OinC (Capt) 1 DPO (Lt/WO)
Installation performing services of a complexity and volume to require a total of 40 to 59 personnel (Military and Civilian)	1 OinC (Maj) 2 DPO (Lt/WO)
Installation performing services of a complexity and volume to require a total of 60 or more personnel (Military and Civilian)	1 OinC (LtCol) 3 DPO (Capt,Lt/WO)

Figure 6-2

Data Processing Accountant - MOS 4029

One MSgt as Installation Chief for each Data Processing Installation.

6002 ADMINISTRATIVE-CLERICAL PERSONNEL

Figure 6-3

Administrative Man - MOS 0141
Supply Administrative Clerk - MOS 3041

Installation with a total of 10 to 19 personnel	1 Sgt-Admin. Clerk (0141) *
Installation with a total of 20 to 39 personnel	1 SSgt-Admin. Clerk (0141) 1 Cpl-Clerk Typist (0141) * #
Installation with a total of 40 to 59 personnel	1 SSgt-Admin. Clerk (0141) 1 Sgt-Clerk Typist (0141) 1 Cpl-Clerk Typist (0141) * #
Installation with a total of 60 or more personnel	1 TSgt-Admin. Clerk (0141) 1 Sgt-Clerk Typist (0141) 1 Cpl-Clerk Typist (0141) 1 Pvt-Mail & File Clerk (0141) 1 Cpl-Supply Clerk (3041) * #

* Add 1 Cpl - personnel locator clerk (0141) if DPI is required to operate locator.

\# Add 1 Cpl - clerk typist (0141) if installation is performing military personnel accounting. This requirement is necessitated by the large volume of corrective correspondence and action required at the DPI.

6003 ANALYST PERSONNEL

Figure 6-4

Personnel Data Analyst - MOS 0171

For installations performing personnel accounting:

One Master Sergeant (Experienced Analyst) as Chief Analyst.
One Technical Sergeant (Experienced Analyst) for each eight processing Analysts, or major portion thereof, over four as Analyst Supervisor.

Installation serving FMF Organizations--------	1 SSgt/Sgt per 2,500 personnel (Chg & Non-Chg) in accounting jurisdiction
Installation serving Casual, I&I Staff, Training and Transient Center Type Organizations---	1 SSgt/Sgt per 1,500 personnel (Chg & Non-Chg) in accounting jurisdiction
Installation serving Barracks and Security Force type commands, Flag and Staff Allowances, Recruit Depots (Permanent Personnel) and Ships Detachments----------	1 SSgt/Sgt per 3,000 personnel (Chg & Non-Chg) in accounting jurisdiction
Installation serving Volunteer and Organized Reserve Accounts----------	1 SSgt/Sgt per 10,000 Volunteer Personnel in accounting jurisdiction 1 SSgt/Sgt per 3,000 Organized Personnel in accounting jurisdiction
Installation performing personnel accounting for Recruits----------	1 SSgt/Sgt per 5,000 Recruits in accounting jurisdiction

6004 ACCOUNTING SUPERVISORY PERSONNEL

Figure 6-5

Data Processing Accountant - MOS 4029
E7 and E6

Data Processing Installations whose mission includes operation of the following mechanized accounting systems normally require one or more Accounting

Supervisors for each system. The number will depend on complexity; stage of implementation; and number of reports to be prepared, procedures to be developed and files to be maintained. Normally, the rank distribution within each system will be based on a MSgt/TSgt ratio of 1:2. Where the number required in a particular system is less than 3, which would not permit applying the above ratio, the rank of TSgt will be used.

SUPPLY (Stock and Property)
PERSONNEL (Military-Active and Inactive; and Civilian)
DISBURSING
FISCAL
MANUFACTURING AND REPAIR PRODUCTION CONTROL
JOB ORDER AND COST DISTRIBUTION

6005 OPERATOR SUPERVISORY PERSONNEL

Figure 6-6

Data Processing Accountant - MOS 4029
E7, E6 and E5

Each Data Processing Installation requires one E7 or E6 as Equipment Operation Supervisor to coordinate and provide overall supervision of the various operator groups within that unit. Rank is determined by the number of operators authorized:

20 operators or less---------- 1 E6
More than 20 operators---------- 1 E7

First line operator supervisors (E5) are required in the proportion of one supervisor for each eight operators.

6006 OPERATOR PERSONNEL

1. EAM OPERATOR - MOS 4011 (E4, E3 and E2/E1)
CARD PUNCH OPERATOR - MOS 4013 (E4 and E3) and MOS 0141 (E2/E1)

a. Civilian and/or Military Personnel - 1.15 operators per machine per authorized work shift.

b. Military Personnel - 1.20 operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution of machine operators (MOS 4011) will normally adhere to the ratio of:

SGT: CPL: PFC/PVT - 2: 3: 3

d. Rank distribution of Card Punch operators (MOS 4013) will normally adhere to the ratio of:

SGT: CPL: PFC/PVT - 1: 2: 3

6007 CIVILIAN PERSONNEL

1. Normally, the percentage of substitution of civilian billets for military billets will not exceed the following:

Management Personnel (MOS 4002)	50%
Administrative-Clerical Personnel (MOS 0141 & 3041)	100%
Accounting Supervisory Personnel (MOS 4029)	50%
Operator Supervisory and Operator Personnel (MOS 4029 & 4011)	50%
Operator Supervisory and Operator Personnel Card Punch (MOS 4029 & 4013)	100%

2. For substitution of civilian personnel the following rank-grade table serves as a guide:

MSGT	GS-7
TSGT	GS-6
SSGT	GS-5
SGT	GS-4
CPL	GS-3
PFC/PVT	GS-2 (Trainee)

CHAPTER 7

POSTAL CRITERION

7000 INTRODUCTION

7001 BASIC MISSION

7002 BASIC ORGANIZATION

7003 DEFINITION

7004 ADDITIONAL POSTAL DATA

7005 OFFICER PERSONNEL

7006 ENLISTED PERSONNEL

CHAPTER 7

POSTAL CRITERION

FUNCTION - Postal Services
TYPE UNIT - All activities (FMF and Non-FMF)

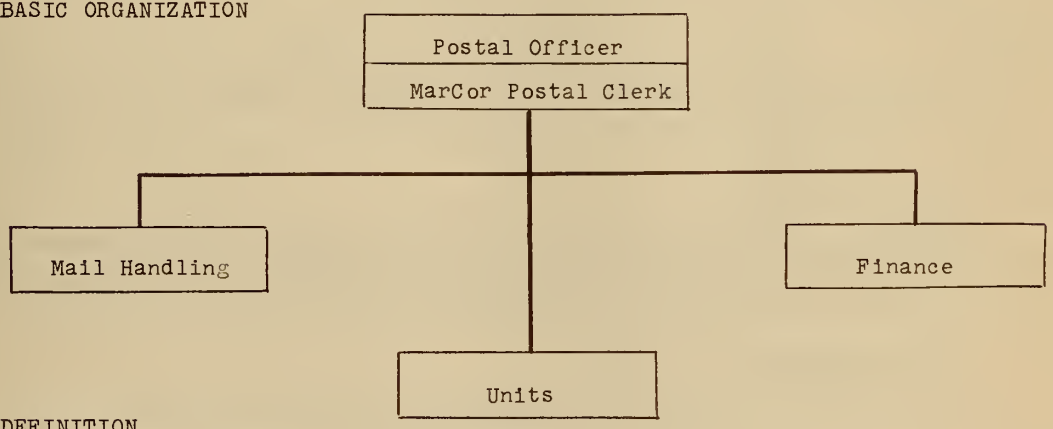
7000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the operation of designated United States Post Office branches operated by the Marine Corps.

7001 BASIC MISSION

1. The basic mission of Marine Corps Post Offices is to provide postal service, including the delivery of United States mail and the sale of postage stamps and money orders, for Marine Corps commands overseas and under special circumstances in the Continental United States.

7002 BASIC ORGANIZATION



7003 DEFINITION

1. Marine Corps Post Office - A Marine Corps Post Office is a branch of a designated United States Post Office, established by authority of the Post Office Department and operated by the Marine Corps.

7004 ADDITIONAL POSTAL DATA

1. Additional detail regarding mission, operating instructions and definitions is contained in Chapter 23, Volume 1, Marine Corps Manual.

7005 OFFICER PERSONNEL

1. Postal Officers, MOS 0130, will be assigned to the Adjutant's Section of only those activities having a Marine Corps Post Office, on the following basis:

a. FMF Activities

Figure 7-1

Strength	CAPT	WO	TOTAL
0 - 10,000		1	1
Over 10,000	1	1	2

b. Non-FMF Activities

Figure 7-2

Strength	CAPT	WO	TOTAL
0 - 3,000			0
3,001 - 10,000		1	1
Over 10,000	1	1	2

2. Two Warrant Officers, MOS 0130, will be assigned to Staffs of Corps and Force as Postal Inspectors.

7006 ENLISTED PERSONNEL

1. Enlisted postal personnel, MOS 0161, will be assigned to the Adjutant's Section of only those activities having a Marine Corps Post Office, on the following basis:

a. Basic Criterion

Figure 7-3

Strength	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 500			1		1		2
501 - 1000			1		1	1	3
1001 - 1500		1		1	1	1	4
1501 - 2000		1		1	1	2	5
2001 - 2500		1		1	2	2	6
2501 - 3000		1		1	2	3	7
3001 - 3500		1	1	1	2	3	8
3501 - 4000		1	1	1	2	4	9
4001 - 4500		1	1	1	3	4	10
4501 - 5000		1	1	1	3	5	11
5001 - 5500	1	1	1	1	3	5	12
5501 - 6000	1	1	1	2	3	5	13

b. Augmentations

(1) One postal clerk will be assigned for each succeeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower ranks generally assigned the first increments and the higher ranks assigned the latter increments within a gradation.

Figure 7-4

Strength	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
10001 - 10500	1	1	2	3	5	10	22
15001 - 15500	1	1	3	5	8	14	32
20001 - 20500	1	1	4	7	11	18	42

(2) For Marine Corps Post Offices serving widely separated organizations (as at Camp Pendleton) or serving subordinate organizations on detached duty away from the parent organization (as in a Marine Division) normal allowances as set forth in the Basic Criterion in paragraph 1a will be augmented as follows:

Figure 7-5

Strength	SSGT	SGT	CPL	TOTAL
0 - 1000				0
1001 - 2500			1	1
2501 - 4500*	1		1	2

* For each additional increment of 4500 one Sgt and two Cpls are authorized.

(3) Directory Service - When the post office is to perform directory service, additional personnel shall be assigned as follows:

(a) Non-FMF Activities - One postal clerk will be assigned for each 1000 personnel, or major fraction thereof, serviced. Rank will be distributed equally between sergeants and corporals.

(b) FMF Activities - Same as for non-FMF activities except that when directory service is furnished for FMF organizations by a supporting non-FMF activity, 1 SGT, MOS 0161, will be retained in the FMF activity for each 4000 personnel served to maintain a duplicate FMF directory. The remainder will be assigned to assist in the non-FMF post office.

CHAPTER 8

SECURITY FORCE CRITERION

8000 INTRODUCTION

8001 BASIC MISSION

8002 BASIC ORGANIZATION

8003 OFFICERS

8004 SERGEANT MAJOR/FIRST SERGEANT

8005 GUARD PERSONNEL

8006 SUPERNUMERARIES AND FIELD MUSICS

8007 BRIG PERSONNEL

8008 MILITARY POLICE

8009 ADMINISTRATIVE AND CLERICAL PERSONNEL

8010 EXCHANGE PERSONNEL

8011 SUPPLY PERSONNEL

8012 DISBURSING PERSONNEL

8013 MAINTENANCE PERSONNEL

8014 MESS PERSONNEL

8015 LAUNDRY PERSONNEL

8016 CHAUFFEUR-ORDERLY

8017 INFANTRY WEAPONS ARMORER, POLICE NCO, 35MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, RIFLE RANGE PERSONNEL, AND DRIVERS

CHAPTER 8

SECURITY FORCE CRITERION

FUNCTION - Security and Support
TYPE UNIT - Marine Security Forces less Retraining Commands (For Security Function in commands other than the Security Forces see criteria for MOS 8151)

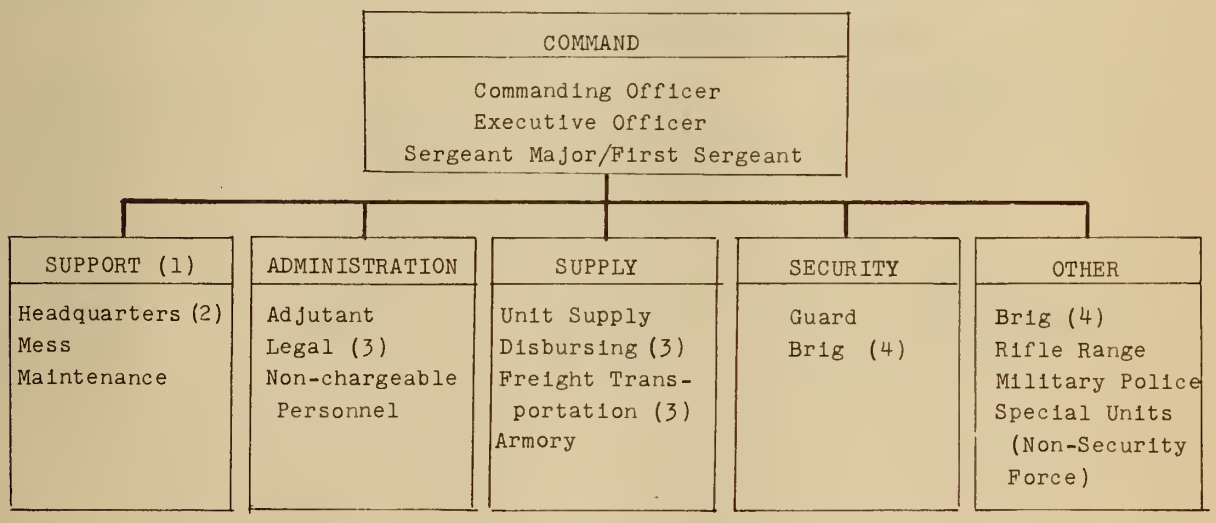
8000 INTRODUCTION

1. This criterion is the basis for determining personnel requirements for Marine Barracks and Detachments which are providing security guards for Naval Establishments.

8001 BASIC MISSION

1. The basic mission of the Marine Security Forces is to provide such security as approved by the Chief of Naval Operations in coordination with the Commandant of the Marine Corps and perform such additional functions as directed by the Commandant of the Marine Corps.

8002 BASIC ORGANIZATION



(1) May be directed and controlled by SgtMaj/1stSgt when no officer is assigned.
(2) Includes Police Sgt, Field Musics, Drivers, Chauffeur/Orderlies and Supernumeraries, as authorized.
(3) Where specifically designated by the Commandant of the Marine Corps.
(4) Brig unit will be shown as separate unit under Security when Marine Command provides only the Brig Guard Force; when Marine Command is assigned responsibility for operation of Brig, it is shown as a separate unit.

8003 OFFICERS (MOS 9910)

1. Commanding Officers

a. Marine Barracks and Detachments (Naval Air Station)

T/O Strength	Rank
0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

b. Other Marine Barracks and Detachments

T/O Strength	Rank
0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel (MOS 9906 or 9907)

c. District Marine Officers - Colonel (MOS 9906)

2. Executive Officers

a. One rank lower than Commanding Officer.

3. Guard Officers

a. Main Guard (billetted at Barracks Headquarters)

Figure 8-1

Total Number of Guard Personnel	CAPT	LT/WO	TOTAL
1 - 34			0
35 - 74		1	1
75 - 110	1	1	2
111 - 150	1	2	3
151 - 195	1	3	4
196 - 240	1	4	5
241 - 285	2	4*	6

* One Lt/WO for each 45 additional men.

b. Separated Detachments

(1) Those activities having guard personnel that are permanently billetted, or located, a distance of 10 or more road miles, and off post, from the parent activity will add "Detached" to the designation and apply separately the criteria above.

(2) Those activities having guard personnel that are permanently billetted, or located, a distance of less than 10 miles from the parent activity will consider these personnel as part of the main guard or as a separate guard when approved by CMC.

8004 SERGEANT MAJOR/FIRST SERGEANT

1. Marine Barracks

a. One Sergeant Major, MOS 0099, authorized.

2. Marine Detachments

a. One First Sergeant, MOS 0098, authorized.

8005 GUARD PERSONNEL

1. Guards (MOS 8151)

Figure 8-2

Number Hours Manned Per Guard Post	Average Man Hours Per Week*	Number of Privates Per Post
Less than 4	Less than 28	0
4 - 5	28 - 35	1
6 - 9	36 - 45	2
10 - 13	46 - 93	3
14 - 17	94 - 139	4
18 - 21	140 - 147	5
22 - 24	148 - 168	6

* For posts manned less than 7 days per week or for "as required" posts.

2. Six corporals, MOS 8151, Corporal of the Guard, per guard.

3. Three sergeants, MOS 8151, Sergeant of the Guard, per guard.

4. Guard Chief/Training NCO and Guard NCO (MOS 8151)

Figure 8-3

Guard Section Strength	Guard Chief/Training NCO MSGT	TSGT	SSGT	Guard NCO SSGT	TOTAL
Less than 25			1		1
25 - 50		1			1
51 - 75		1		1	2
76 - 100	1			1	2
101 - 150	1			2	3
Over 150	1			3	4

8006 SUPERNUMERARIES AND FIELD MUSICS

1. Private supernumeraries to equal 10% (for overseas units, 11%) of enlisted T/O strength in units of 100 or less. No "non-effective" billets to be provided. For units of more than 100, guard supernumeraries to be 10% (or 11%) of guard section strength to include brig sections. Two field music buglers (5591, Cpl/Pvt) will be provided for barracks of 100 or more and will be counted in the number of supernumeraries. Where such field musics are provided, the allowance of supernumeraries, as computed by the above formula, will be reduced correspondingly.

2. Where CMC has management control and maintenance billets are designated, the above allowances will be reduced by the number of designated maintenance billets (see paragraph 8013).

8007 BRIG PERSONNEL

1. See Brig Criterion.

8008 MILITARY POLICE

1. Marine Corps participation in Armed Services police forces is commensurate with the relative size and number of installations and Marines stationed or traveling in the vicinity in relation to other participating services. Assignment of these personnel is the responsibility of the local command and should be separately justified.

8009 ADMINISTRATIVE AND CLERICAL PERSONNEL

1. The following criterion for administrative and clerical billets includes only those that involve the overall command and personnel administration of the security organization and not those that exist for the administrative support of a particular section only such as the Supply Section, Special Services Section or Maintenance Section.

2. A basic criterion for assignment of administrative and clerical billets for security organizations is shown in Figure 8-4 below. The criterion established

is designed to handle routine administrative load. It should be augmented as indicated in subsequent paragraphs and succeeding tables to accomplish added work load encountered under specific situations.

Figure 8-4

Basic Criterion

Authorized Strength	0130 LT/WO	MOS 0141 MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL OFF and ENL
0 - 35			1					1
36 - 100			1			1		2
101 - 150			1		1		1	3
151 - 200			1		1	1	1	4
201 - 300	1		1		1	2	1	1 - 5
301 - 400	1		1		1	3	1	1 - 6
401 - 500	1	1			3	3	1	1 - 8
501 - 600	1	1		1	2	3	2*	1 - 9

* One additional Pvt authorized for each increment of 60 men over 600.

3. Supplemental Augmentation for Situational Requirements

a. One Sgt 0131, Stenographer, will be authorized for units with T/O strength of 100 or more having special court-martial convening authority except where a Legal Section has been authorized by HQMC.

b. A Legal Section will be added for units designated by HQMC, the Section to consist of 1 Lt, 9910; 1 TSgt, 0121; 1 Sgt, 0131 (or MOS 0121 if transcribing-recording equipment has been issued to the organization).

c. When a branch of a designated United States Post Office, established by authority of the Post Office Department, is operated by a command the following personnel are authorized:

Figure 8-5

T/O Strength	MOS 0161 SSGT	CPL	PVT	TOTAL
Less than 500	1	1		2
Over 500	1	1	1	3

d. Geographically Displaced Units - Organizations having a continuous requirement for a separate guard or other sub-unit, displaced geographically, will be allowed additional administrative personnel for the sub-unit as follows:

Figure 8-6

Size of Displaced Unit	MOS 0141 SGT	CPL	PVT	TOTAL
Less than 35				0
35 - 100		1		1
101 - 200	1		1	2

e. Non-chargeables - Organizations responsible for processing non-chargeable personnel (personnel who join the command or unit but who are not involved in performing the mission of that organization, such as students, prisoners, personnel carried for administrative purposes while hospitalized, awaiting further transfer, or awaiting separation) will be augmented as shown in Figures 8-7 and 8-8 below. Statistics will be developed by continual manual check of unit diaries or reports from units concerning monthly average of non-chargeables processed.

Figure 8-7

OFFICERS

Average Monthly Number of Non-Chargeables Administered	MAJ	CAPT	LT	WO	TOTAL
Less than 150					0
150 - 500				1	1
501 - 1500			1	1	2
1501 - 2500		1	1	1	3
Over 2500	1		2	1	4

Figure 8-8

ENLISTED

Average Monthly Number of Non-Chargeables Administered	MSGT	TSGT	0141 SSGT	SGT	0151 SGT	0141 CPL	0151 CPL	0161 CPL	0141 PVT	TOTAL
Less than 20										0
20 - 50						1				1*
200		1		1		1			1	4*
500	1		1	2	1	2		1	2	10*
1000	1	1	2	4	1	6		1	4	20*
1750	1	2	4	7	1	10	1	1	8	35*
2750	2	3	6	12	2	15	1	2	12	55*
4000	3	5	8	17	2	21	2	3	19	80*

* One additional 0141 authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

f. Investigators - Investigators, MOS 0111, will be assigned to security force activities requiring such personnel when justified to and approved by the Commandant of the Marine Corps.

8010 EXCHANGE PERSONNEL

1. When an approved exchange is operated by the command, the following personnel are authorized:

Figure 8-9

T/O Strength	9910 LT/WO	TSGT	SSGT	4131 SGT	CPL	PVT	TOTAL OFF and ENL
0 - 80				1	1*		2
81 - 180			1	1	1*		3
181 - 300		1		1	1	1*	4
301 - 450	1	1		1	1	2*	1 - 5
451 - 600	1	1	1	1	1	2*	1 - 6

* Additional duty for authorized projectionist if provided.

NOTE: 1. One additional Cpl, MOS 4131, will be authorized for each branch in addition to the central post exchange.

2. Barber billets will not be established in non-FMF activities unless inaccessability of civilian barber facilities or inability to procure civilian barbers can be justified. Barber billets justified in accordance with the above will be authorized one MOS 8941 per 160 men.

8011 SUPPLY PERSONNEL

1. Unit Supply Officers (MOS 3010)

Captain - When Marine Barracks is commanded by a Colonel.

Lieutenant - When Marine Barracks is commanded by a Lieutenant Colonel.*

* Assigned only when the Commandant of the Marine Corps has management control.

2. Supply Personnel

a. When command is subsisted in Marine Corps Mess:

Figure 8-10

T/O Strength	Supply Administrative Chief MOS 3049		Supply Administrative Clerk MOS 3041			CommSup Clerk 3061	Unit Stockman MOS 3011		TOTAL
	MSGT	TSGT	SSGT	SGT	CPL	CPL	CPL	PVT	
0 - 50		1				1			2
51 - 100		1		1		1			3
101 - 200		1		1		1	1		4
201 - 300	1		1		1	1	1		5
301 - 400	1		1		1	1	1	1	6
401 - 500	1		1	1	1	1	1	1	7
501 - 600	1		1	2	1	1	1	1	8

b. When command is subsisted in Navy Mess:

Figure 8-11

T/O Strength	Supply Administrative Chief MOS 3049		Supply Administrative Clerk MOS 3041			Unit Stockman MOS 3011		TOTAL
	MSGT	TSGT	SSGT	SGT	CPL	CPL	PVT	
0 - 50			1					1
51 - 100			1	1				2
101 - 200		1		1		1		3
201 - 300	1		1		1	1		4
301 - 400	1		1		1	1	1	5
401 - 500	1		1	1	1	1	1	6
501 - 600	1		1	2	1	1	1	7

3. Augmentations

a. Where the Commandant of the Marine Corps determines that there is unusual clothing issue activity, the following additional personnel may be authorized:

1	SGT	3011	Unit Stockman
1	CPL	3041	Supply Administrative Clerk

b. Where the Commandant of the Marine Corps determines that there is unusual activity in Shipping and Receiving of Household Effects or Government Property, the following additional personnel may be authorized:

1	SSGT	3121	Freight Transportation Clerk
1	CPL	3051	Warehouseman

c. Where the alternative use of civilians is indicated they will be required in the same numbers as military unless otherwise specified. Civilians with equivalent job titles may be substituted for military personnel as follows:

MSGT	-	GS-7
TSGT	-	GS-6
SSGT	-	GS-5
SGT	-	GS-4
CPL	-	GS-3
PVT	-	GS-2

8012 DISBURSING PERSONNEL

1. See Disbursing Criterion.

8013 MAINTENANCE PERSONNEL (To be assigned only when CMC has management control)

Figure 8-12

Work Units*	Total Pers. w/maint. duty only	Utilities Chief MOS 1169		Electrician MOS 1141		Plumber MOS 1121		Refrigeration MOS 1161		Carpenter MOS 1371	
		MSGT	TSGT	SGT	CPL	SGT	CPL	SGT	CPL	SGT	CPL
0 - 55	1		1		1**		1**		1**	1**	
56 - 110	2		1		1**		1**		1**	1	
111 - 165	3		1		1**		1		1**	1	
166 - 220	4		1		1		1		1**	1	
221 - 275	5		1		1		1		1**	1	1
276 - 330	6		1		1		1		1**	1	2
331 - 385	7	1		1	1		1	1**		1	2
386 - 440	8	1		1	1	1	1	1**		1	2
441 - 495	9	1		1	1	1	1	1		1	2
496 - 550	10	1		1	1	1	1	1		1	3
551 - 605	11	1		1	1	1	2	1		1	3
606 - 660	12	1		1	1	1	2	1		1	4

* Work units are determined by the amount of square feet of building and housing facilities which must be maintained. These work units are set forth in the publication, Maintenance Costs and Manpower Data for Marine Corps Managed Stations. For the purpose of personnel requirements the work units for public quarters are multiplied by four; other work units are applied as given.

** To perform additional duty in security function of Marine Barracks. Supernumerary billets only will be decreased accordingly.

NOTES: 1. These allowances should be decreased proportionately where masonry or metal building construction predominates.

2. These allowances should be increased proportionately where indigenous labor is used.

3. Where adequate justification is furnished additional personnel of different MOS's may be assigned.

4. Civilians with equivalent job titles may be substituted for Military as follows: Group III for Sgt and Group II for Cpl.

8014 MESS PERSONNEL

1. Cooks and Bakers - Marine Corps or Navy Mess

Figure 8-13

Average Number Marine Rations Served Daily	Title	MOS	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL MarCor Mess	TOTAL Navy Mess
1 - 75	Cook	3371			1*	1*	1		3	1
76 - 145	Cook	3371			1*	1	1	1	4	3
146 - 215	Cook	3371		1*		1	2	1	5	4
	Baker	3311					1*		1	
216 - 285	Cook	3371		1	1	1	2	1	6	6
	Baker	3311				1*			1	
286 - 355	Cook	3371		1	1	2	2	1	7	7
	Baker	3311				1*			1	
356 - 425	Cook	3371	1		1	2	3	1	8	8
	Baker	3311				1*	1*		2	
426 - 500	Cook	3371	1		2	2	3	1	9	9
	Baker	3311				1*	1*		2	

* Marine Corps Mess only.

2. Messmen

a. Marine Corps Mess

1 Pvt per 20 Marine rations served in family style mess.
1 Pvt per 30 Marine rations served in cafeteria style mess.

b. Navy Mess

1 Pvt per 30 Marine rations served.

8015 LAUNDRY PERSONNEL

1. Military Personnel.

a. For security forces operating approved laundries military personnel will not exceed the following except for "on-the-job" training authorized by the Commandant of the Marine Corps.

Figure 8-14

Monthly Average of Total Poundage Processed	Laundry Officer MOS 3202 WO	Laundry Chief MOS 3261 MSGT	TSGT
Less than 300,000	1		1
300,000 or more	1	1	

2. Civilian Personnel

a. For civilian staffing see Laundry Criterion.

8016 CHAUFFEUR-ORDERLY (per OPNAVINSTN 5510.45)

1. Cpls, 8951, designated as "Chauffeur/Orderly"

a. 2 each - Commandants of Naval Districts and River Commands
Commanders of Sea Frontiers
Overseas Area Commanders
Chief, Naval Air Training
(Even if any of the above flags are combined, no more than 2 billets are authorized)

b. 1 each - President of the Naval War College
Flag rank commanders of shore activities who exercise immediate military command over Marine security forces

8017 INFANTRY WEAPONS ARMORER, POLICE NCO, 35MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, RIFLE RANGE PERSONNEL, AND DRIVERS

Figure 8-15

Authorized Strength	SSGT	Infantry Weapons Armorer MOS 2111 SGT	Infantry Weapons Armorer MOS 2111 CPL	Police NCO MOS 8911 SGT	35 MM Projectionist MOS 8311	Athletic and Recreation Assistant MOS 8921	Drivers MOS 3531
0 - 50	Note 4		1*		Note 1	Note 2	Note 3
51 - 100			1	1			
Over 100		1		1			

* Additional duty as Police NCO.

NOTE: 1. One authorized if the unit operates its own movie (see criteria for Exchange Personnel).

2. No separate billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35mm projectionist or Police NCO.

3. One Pvt where CMC does not have management control.
One Cpl and one Pvt where CMC has management control.
These allowances may be increased where separate security detachments must be supplied from main barracks. Automotive maintenance personnel will not be provided.

4. One additional SSgt authorized for units authorized field maintenance of small arms at organic rifle ranges.

CHAPTER 10

BAND CRITERION

FUNCTION - Bands and Drum and Bugle Corps
TYPE UNIT - Marine Corps Bands and Drum and Bugle Corps (excluding U. S. Marine Band, Washington, D. C.)

10000 DEFINITIONS

A. Basic Band Unit of 36 persons
B. Basic Band Unit of 48 persons
C. Division Band of 73 persons
D. Basic Drum and Bugle Corps, Unit of 25 persons

10001 APPLICATION OF UNITS*

COMMAND LEVEL	2-5000	5-10000	10-15000	15-25000
Colonel	NONE	D	A	A&D
BrigGeneral	D	A	A&DorB	B&DorB
MajGeneral	A	B	B&D	C
LtGeneral	A	B	B&D	C

* Factors which may be a cause for deviation from the above assignment of units are actual work load (concerts, field formations, publicity functions, dance band work, training assistance) recruiting potential, location of command, and Marine Corps personnel serviced not within the local command.

10002 BASIC BAND UNIT OF 36 PERSONS

1. Composition

One (1) Warrant Officer, MOS 5502, to lead and/or supervise the leading of a basic band unit of 36 persons. Also, to train and instruct the staff noncommissioned officers and to train and/or instruct the entire band.

Two (2) MSgt, MOS 5519 and 5511 thru 5565, Bandsman.
One 5519 to assist in the supervision and leading of the band, and play a musical instrument when not engaged in these duties.
One 5511 thru 5565 to function as the Technical Training NCO, and play a musical instument in the band.

Two (2) TSgt, 5511 thru 5565, Bandsman.
One to function as the assistant technical training NCO and play a musical instrument in the band. This man to play a reed instrument if the MSgt training NCO plays a brass instrument, or the reverse.
One to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police Sergeant and plays a musical instrument in the band when not engaged in field formations.

Four (4) SSgt, 5511 thru 5565, Bandsman.
One to function as librarian and play a musical instrument in the band.
One to function as store-room keeper and play a musical instrument in the band.
Two to function as section leaders (reed and brass) in the band.

Ten (10) Sgt, 5511 thru 5565, Bandsman.
Seven to function as section leaders (clarinet, trumpet, trombone, saxophone, percussion, French horn, and tuba) in the band.
One to play a musical instrument in the band and do additional duty as a clerk-typist.
One to play a musical instrument in the band and do additional duty as an Instrument Repairman.
One 5536 to play flute in the band.

Ten (10) Cpl, 5511 thru 5565, Bandsman.
Ten to play musical instruments in the band.

Seven (7) Pfc/Pvt, 5511 thru 5565, Bandsman.
Seven to play musical instruments in the band.

2. Instrumentation

1 Flute and Piccolo, 5536
8 Clarinet, 5534
2 Saxophone, Eb Alto, 5537
1 Saxophone, Bb Tenor, 5537
1 Saxophone, Eb Baritone, 5537
6 Trumpet, 5541
3 French Horn, 5544
4 Trombone, 5546
1 Euphonium, 5543
2 Tuba and String Bass, 5547
2 Drum, Snare, 5563
1 Drum, Bass, 5561
1 Piano, 5565 (plays cymbals, glockenspiel, or other instrument in the band)
1 Bandsman, 5511, Drum Major (not to be confused with Field Music Drum Major MOS 5597) performs additional duty as an instrumentalist in the band.
1 Assistant Band Leader, 5519 (plays any band instrument)
1 Band Officer, 5502

3. Capabilities

a. Musical Duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 25 to 37 engagements per month, 15 to 60 minutes per engagement.

(2) Dance band work, 10 to 15 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 7 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 3 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above listed work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10003 BASIC BAND UNIT OF 48 PERSONS

1. Composition

One (1) Warrant Officer, 5502, to lead and/or supervise the leading of a band unit of 48 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Two (2) MSgt, 5519 and 5511 thru 5565, Bandsman.
One 5519 to assist in the supervision and leading of the band, and plays a musical instrument when not engaged in these duties.
One 5511 thru 5565 to function as the Technical Training NCO, and plays a musical instrument in the band.

Three (3) TSgt, 5511 thru 5565 and 5581, Bandsman and Instrument Repairman.
One to function as the assistant technical training NCO and plays a musical instrument in the band. This man to play a reed instrument if the MSgt, training NCO, plays a brass instrument, or the reverse.
One to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police Sergeant, and plays a musical instrument in the band when not engaged in field formations.
One 5581, Instrument Repairman, to repair musical instruments and band equipment.

Seven (7) SSgt, 5511 thru 5565, Bandsman.
To function as section leaders (clarinet, trumpet, French horn, trombone, saxophone, tuba, and percussion) in the band.

Thirteen (13) Sgt, 5511 thru 5565, Bandsman.
Nine to play musical instruments in the band.
One to function as an arranger and plays a musical instrument in the band.
One to function as storeroom keeper and plays a musical instrument in the band.
One to play a musical instrument in the band and do additional duty as clerk-typist.
One to function as librarian and plays a musical instrument in the band.

Fourteen (14) Cpl, 5511 thru 5565, Bandsman.
Fourteen to play musical instruments in the band.

Eight (8) Pfc/Pvt, 5511 thru 5565, Bandsman.
Eight to play musical instruments in the band.

2. Instrumentation

1 Flute and Piccolo, 5536
10 Clarinet, 5534
2 Saxophone, Eb, Alto, 5537
1 Saxophone, Bb, Tenor, 5537
1 Saxophone, Eb, Baritone, 5537
8 Trumpet, 5541
4 French Horn, 5544
5 Trombone, 5546
2 Euphonium, 5543
3 Tuba and String Bass, 5547
4 Drum, Snare, 5563
1 Drum, Bass, 5561
1 Piano, 5565 (plays cymbals, glockenspiel or other musical instrument in the band)
1 Arranger, 5511 (may perform as an instrumentalist in the band)
1 Instrument Repairman, 5581
1 Bandsman, Drum Major, 5511 (performs additional duty as an instrumentalist in the band)
1 Assistant Band Leader, 5519 (plays any band instrument)
1 Band Officer, 5502

3. Capabilities

a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 13 to 25 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 9 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 10 to 15 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 24 to 30 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security in FMF units.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10004 DIVISION BAND OF 73 PERSONS

1. Composition: Two 36-piece band units with exceptions noted.

Exceptions: Less one Warrant Officer, 5502.
Plus one TSgt, 5581, Instrument Repairman, to repair musical instruments and band equipment.
Plus one Sgt, 5511, Arranger, to arrange music and play a musical instrument in the band.

One (1) Warrant Officer, 5502, to lead and/or supervise the leading of a band unit of 73 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Four (4) MSgt, 5519 and 5511 thru 5565, Bandsman.
Two 5519, to assist in the supervision and leading of the band, and play musical instruments when not engaged in these duties.
Two 5511 thru 5565 to function as the Technical Training NCO's, and play musical instruments in the band.

Five (5) TSgt, 5511 thru 5565 and 5581, Bandsman and Instrument Repairman.
Two TSgt, 5511 thru 5565, to function as the assistant technical training NCO's and play musical instruments in the band. These men to play reed instruments if the MSgts, training NCO's, play brass instruments, or the reverse.
Two to function as Drum Majors, who train and maneuver the band in all field formations. In addition, function as Police Sergeants, and play musical instruments in the band when not engaged in field formations.
One 5581, Instrument Repairman, to repair musical instruments and band equipment.

Eight	(8) SSgt, 5511 thru 5565, Bandsman Two to function as librarians and play musical instruments in the band. Two to function as storeroom keepers and play musical instruments in the band. Four to function as section leaders (brass, reed) in the band.
Twenty-one	(21) Sgt 5511 thru 5565, Bandsman. Fourteen to function as section leaders (clarinet, trumpet, trombone, saxophone, French horn, percussion, and tuba) in the band. Two, 5536, to play flutes in the band. Two to play musical instruments in the band and do additional duty as clerk typist. Two to play musical instruments in band. One 5511, arranger, to arrange musical selections and play a musical instrument in the band.
Twenty	(20) Cpl, 5511 thru 5565, Bandsman. Twenty to play musical instruments in the band.
Fourteen	(14) Pfc/Pvt, 5511 thru 5565, Bandsman. Fourteen to play musical instruments in the band.

2. <u>Instrumentation</u> (Two 36-piece band units)

2	Flute and Piccolo, 5536
16	Clarinet, 5534
4	Saxophone, Alto, Eb, 5537
2	Saxophone, Tenor, Bb, 5537
2	Saxophone, Baritone, Eb, 5537
12	Trumpet, 5541
6	French Horn, 5544
8	Trombone, 5546
2	Euphonium, 5543
4	Tuba and String Bass, 5547
4	Drum, Snare, 5563
2	Drum, Bass, 5561
2	Piano, 5565 (plays cymbals, glockenspiel or other musical instrument in the band)
2	Bandsman, Drum Major, 5511 (performs additional duty as instrumentalists in the band) (Not to be confused with Field Music Drum Major, 5597)
2	Assistant Band Leader, 5519
1	Instrument Repairman, 5581
1	Arranger, 5511 (arranges music and may perform as an instrumentalist in the band)
1	Band Officer, 5502

3. Capabilities

a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 20 to 35 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 8 to 12 engagements per month, 1 to 2 hours per engagement (not counting preparations).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 3 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10005 BASIC DRUM AND BUGLE CORPS UNITS OF 25 PERSONS

1. Composition

One (1) MSgt, 5597, Field Music Drum Major to lead and train a Drum and Bugle Corps of 25 persons.

Two (2) TSgt, 5591/97 and 5593/97, Field Musics.
One 5591/97 to function as Buglemaster, to lead the unit when necessary, to act as senior wind instrument instructor and plays a bugle in the unit.
One 5593/97 to function as Drum-master, to lead the unit when necessary, to act as senior percussion instructor and plays a percussion instrument in the unit.

Three (3) SSgt, 5591 and 5593, Field Musics.
One 5591 to act as bugle section leader, police NCO, and plays a bugle in the unit.
One 5591 to act as librarian storeroom keeper and plays a bugle in the unit.
One 5593 to act as drum section leader, arranger, and plays a drum in the unit.

Four (4) Sgt, 5591 and 5593, Field Musics.
One 5591 to act as soprano bugle section leader.
One 5591 to play a bugle in the unit and do additional duty as clerk-typist.
One 5593 to play a Scotch drum.
One 5593 to play cymbals.

Six (6) Cpl, 5591 and 5593, Field Musics.
Four 5591 to play bugles in the unit.
Two 5593 to play percussion in the unit.

Nine (9) Pfc/Pvt, 5591 and 5593, Field Musics.
Seven 5591 to play bugles in the unit.
Two 5593 to play percussion instruments in the unit.

2. Instrumentation

6	Bugles, 1st Soprano, 5591
4	Bugles, 2d Soprano, 5591
2	Bugles, French Horn, 5591
2	Bugles, Baritone, 5591
2	Bugles, Bass-Baritone, 5591
3	Drums, Snare, 5593
2	Drums, Tenor, 5593
2	Drums, Scotch, 5593
1	Cymbals, 5593
1	Drum Major, 5597

3. Capabilities

a. Musical Duties

(1) Field Formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies).

(2) Training Participation.

(3) Publicity functions (radio, television, stage shows, off-base appearances).

(4) With, or in lieu of, a band for all of the above.

b. Military Duties

(1) Buglers to sound regulation calls and commands for garrison or FMF duty.

(2) Drummers to serve as messengers for the guard or for FMF units.

(3) Assist in local security.

(4) Function as perimeter and/or Command Post Guard.

(5) Assist in ship loading/unloading.

(6) Such other duties as the exigencies of the situation demand.

CHAPTER 11

ARMORER CRITERION

FUNCTION - Organizational (2d echelon) Infantry weapons maintenance
TYPE UNIT - All activities (FMF and Non-FMF) except Security Forces

11000 WORK UNIT

1. A work unit for the subsequent criterion is any one of the following:

a. One rifle (any model), pistol (any model), Browning Automatic rifle, or Flame Thrower (any model).

b. .5 Machine or sub-machine gun (caliber .30 or .50 any model).

c. Two mortars (any model), rocket launchers, or other type infantry weapons.

11001 BASIC CRITERION

1. One infantry weapons armorer (2111) per 410 work units. By completing a maximum of 7 work units per day an armorer can accomplish organizational (2d echelon) maintenance of 410 work units in a quarter. This assumes a 10% unavailable factor and a 5-day workweek.

11002 RANK AND MOS BREAKDOWN

Figure 11-1

Work Units	SGT	CPL	PVT	TOTAL
0 - 150				0
151 - 410		1		1
411 - 820		1	1	2
821 - 1230	1	1	1	3
1231 - 1640	1	1	2	4
1641 - 2050	1	1	3	5

The above criterion is to be applied at the Battalion Level where the Company-Battalion echeloning exists except as follows:

1. For FMF companies with over 300 work units.

2. For separate companies and detachments or companies and detachments usually on separate duty away from the next higher administrative echelon.

11003 RANGE ARMORERS (NON-FMF)

1. Activities operating small arms ranges may pool armorers from participating units into a range unit. However, this criterion replaces requirements based upon other factors and no additional armorers are authorized for ranges.

CHAPTER 15

LAUNDRY CRITERION

15000 INTRODUCTION

15001 BASIC MISSION

15002 BASIC ORGANIZATION

15003 DEFINITION

15004 ADDITIONAL LAUNDRY DATA

15005 MILITARY PERSONNEL

15006 CIVILIAN PERSONNEL

CHAPTER 15

LAUNDRY CRITERION

FUNCTION - Laundry and/or Dry Cleaning Services
TYPE UNIT - All non-FMF activities having a Marine Corps Laundry and/or Dry Cleaning Plant

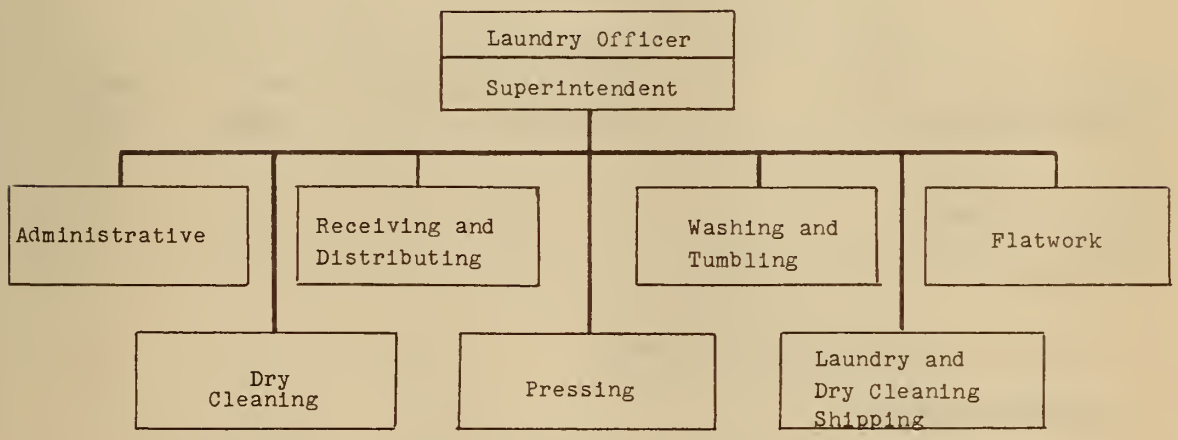
15000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the operation of a Laundry and/or Dry Cleaning Plant at any non-FMF activity.

15001 BASIC MISSION

1. Marine Corps laundries and dry cleaning plants are maintained and operated exclusively for the laundering and dry cleaning of Government articles, articles for enlisted personnel, officers, and their immediate families, and quasi-Government activities such as Marine Corps exchanges, officers' messes (open and closed), enlisted men's clubs, hostess houses, etc.

15002 BASIC ORGANIZATION



15003 DEFINITION

1. Monthly average of total poundage processed - This monthly average is computed on the preceding eight month period of September through April.* Total poundage processed is the total of all laundry and/or dry cleaning processed during the month.

* Marine Barracks, Pearl Harbor will apply this criterion to the monthly average of total poundage processed for an entire year.

15004 ADDITIONAL LAUNDRY DATA

1. Additional detail regarding mission, operating instructions, and definitions is contained in the U. S. Marine Corps Laundry Manual, 1952, NAVMC 1071-SD.

15005 MILITARY PERSONNEL

1. Military personnel will not exceed the following except for "on-the-job" training authorized by the Commandant of the Marine Corps.

Figure 15-1

Monthly Average of Total Poundage Processed	Laundry Officer MOS 3202 WO	Laundry Chief MOS 3261 MSgt	TSgt
Less than 300,000	1		1
300,000 or more	1	1	

15006 CIVILIAN PERSONNEL

1. Graded Personnel

Figure 15-2

Monthly Average of Total Poundage Processed	Clerk-Typists and Fiscal Accounting Clerks	Cash Clerks	Supply Clerks
Less than 200,000	1	*	1
200,000 - 300,000	2	*	1
300,001 - 450,000	3	*	1
Over 450,000	4	*	1

* One clerk for each Call Office operated.

2. Ungraded Personnel

a. One ungraded employee for each 5,250 pounds of the monthly average of total poundage proce ;ed. When necessary, temporary augmentations will be made for workload increases during the months of May through August providing such augmentations are requested and justified in accordance with this criterion as applied to the anticipated monthly average of total poundage.

b. Truck Drivers

Figure 15-3

Monthly Average of Total Poundage Processed	Truck Drivers
Less than 450,000	1
450,000 or more	3

c. Maintenance Personnel

Maintenance personnel are to be provided from the number of personnel computed in sub-paragraph a. above.

CHAPTER 16

MARINE CORPS EXCHANGE CRITERION

16000 INTRODUCTION

16001 BASIC MISSION

16002 BASIC ORGANIZATION

16003 DEFINITION

16004 ADDITIONAL EXCHANGE DATA

16005 EXCHANGE OFFICERS

16006 ADMINISTRATIVE AND ACCOUNTING

16007 RECEIVING AND WAREHOUSING

16008 MERCHANDISE STORES

16009 SERVICE STATIONS

16010 RESTAURANTS, COFFEE SHOPS, BEER GARDENS, SODA FOUNTAINS, SNACK BARS, SERVICE CLUBS AND MISCELLANEOUS ACTIVITIES

MARINE CORPS EXCHANGE CRITERION

FUNCTION - Marine Corps Exchange Operations
TYPE UNIT - All Non-FMF activities operating Marine Corps Exchanges except Security Forces

16000 INTRODUCTION

1. The following criterion for personnel employed in Marine Corps Exchanges is predicated on the principle of management by Marine personnel and operation by civilian personnel.

2. Activities which are provided solely on a civilian contractual basis by most exchanges in the Marine Corps, such as florist shops, radio, TV and electrical repair shops, rubber stamp shops, etc. are not included in this criterion. Table of Organization billets in any of these areas will only be established under exceptional circumstances and when fully justified to the Commandant of the Marine Corps

3 Military personnel provided by this criterion have been severely restricted as against previous staffing practices. However, Commanding Officers should make every effort to further replace military personnel provided by the criterion with civilians when such replacement can be effected without impairing the services rendered to the Marine clientele or the financial position of the exchange.

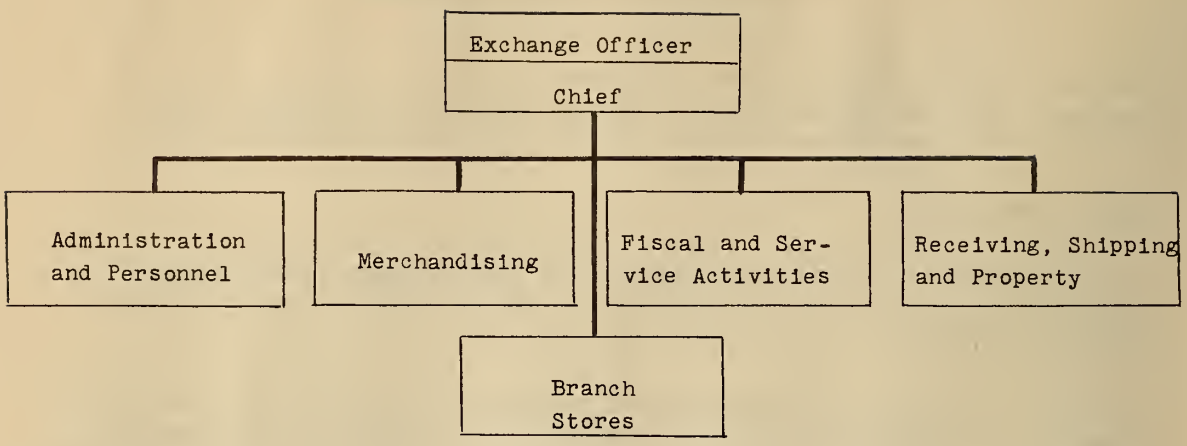
4. The use of Marines and civilians as paid part-time employees in lieu of full-time employees is encouraged, providing that the hours of operation and/or volume of sales permit.

5. Civilian personnel paid from appropriated funds will not be authorized to exchange sections. Civilian personnel paid from non-appropriated funds in exchange sections will not be shown in Tables of Organization or subject to civilian personnel ceilings.

16001 BASIC MISSION

1. The basic mission of Marine Corps exchanges is to supply service personnel and their dependents, at reasonable prices, with articles and services necessary for their health, comfort and convenience. Secondarily Marine Corps exchanges will, through reasonable profits, afford personnel means for an organizational recreation program.

16002 BASIC ORGANIZATION



16003 DEFINITION

1. Average Monthly Sales. Average monthly sales will be based on the most recent completed Exchange fiscal year. Where two or more activities are operated as a combined activity (i.e., a snack bar in a merchandise store) the staffing requirement will be computed by applying the average monthly sales of each separate activity to the appropriate table in the criterion and then totaling the personnel warranted by the various components.

16004 ADDITIONAL EXCHANGE DATA

1. Additional detail regarding mission, operating instructions and definitions is contained in the U. S. Marine Corps Exchange Manual.

16005 EXCHANGE OFFICERS (MOS 9910)

Figure 16-1

Average Monthly Sales (Total Exchange Operation)	LTCOL	MAJ	CAPT	LT/WO	TOTAL
Less than $30,000					0
$ 30,000 - $100,000				1	1
$100,001 - $300,000			1	1	2
$300,001 - $500,000		1	1	1	3
Over $500,000	1	1	1	1	4

1. Exchange Chief (MOS 4131)

Figure 16-2

Average Monthly Sales (Total Exchange Operation)	Exchange Chief MSGT	Exchange Chief TSGT	Asst Exchange Chief (Opns) TSGT	Asst Exchange Chief (Opns) SSGT	Asst Exchange Chief (Pers) TSGT	TOTAL
Less than $30,000		1				1
$ 30,000 - $100,000	1					1
$100,001 - $300,000	1			1		2
$300,001 - $500,000	1		1			2
Over $500,000	1		1		1	3

2. Bookkeeper (MOS 4111)

Figure 16-3

Average Monthly Sales (Total Exchange Operation)	MSGT	TSGT	SSGT	SGT	TOTAL
Less than $30,000					0
$ 30,000 - $100,000			1		1
$100,001 - $300,000			1	1	2
$300,001 - $500,000		1		2	3
Over $500,000	1		1	2	4

3. Cash Collector (MOS 4131)

Figure 16-4

Average Monthly Sales (Total Exchange Operation)	TSGT	SSGT	SGT	TOTAL
Less than $50,000			1*	1
$ 50,000 - $200,000		1		1
$200,001 - $500,000	1	1		2
Over $500,000	1	2		3

* Authorized only for those exchanges which operate one or more branch stores on a full-time basis.

16007 RECEIVING AND WAREHOUSING (MOS 4131)

Figure 16-5

Average Monthly Sales (Total Exchange Operation)	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than $5,000							0
$ 5,000 - $ 12,000				1			1
$ 12,001 - $ 25,000				1	1		2
$ 25,001 - $ 50,000			1		1	1	3
$ 50,001 - $100,000		1		1	1	1	4
$100,001 - $200,000	1		1	1	1	1	5
Over $200,000*							

* One additional private for each additional $50,000 total monthly sales up to $350,000. Over $350,000 one additional private for each additional $75,000.

16008 MERCHANDISE STORES

1. Military personnel will be authorized on the following basis when requested by Commanding Officers. Additional military personnel will be authorized only for exceptional circumstances and when justified fully to the Commandant of the Marine Corps.

a. General Merchandise Stores

(1) Each central merchandise store and branch store will be authorized military personnel as follows:

Figure 16-6

	Store Manager MOS 4131			Asst Store Manager MOS 4131	
Average Monthly Sales	MSGT	TSGT	SSGT	SSGT	TOTAL
Less than $20,000			1		1
$20,000 - $40,000		1			1
Over $40,000	1			1	2

b. Recruit Issue or Sales

(1) Military Personnel.

(a) One TSgt, MOS 4131, is authorized for each Recruit Issue or Sales activity.

16009 SERVICE STATIONS

1. Military Personnel

a. One Sgt, MOS 4131, will be authorized as station manager for each separate station when requested by Commanding Officers.

16010 RESTAURANTS, COFFEE SHOPS, BEER GARDENS, SODA FOUNTAINS, SNACK BARS, SERVICE CLUBS AND MISCELLANEOUS ACTIVITIES

1. Military personnel will not be authorized for these activities except under exceptional circumstances and when separately justified to the Commandant of the Marine Corps.

CHAPTER 17

SALES COMMISSARY CRITERION

17000 INTRODUCTION

17001 BASIC MISSION

17002 BASIC ORGANIZATION

17003 DEFINITION

17004 ADDITIONAL SALES COMMISSARY DATA

17005 OFFICER PERSONNEL

17006 ENLISTED AND CIVILIAN PERSONNEL

SALES COMMISSARY CRITERION

FUNCTION - Sales Commissary Operation
TYPE UNIT - All activities operating sales commissaries

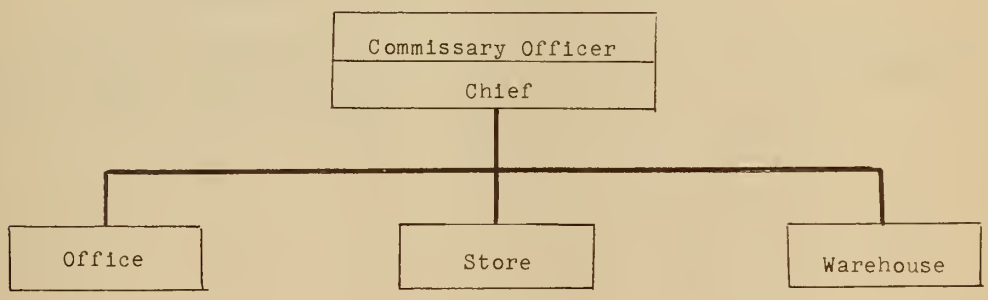
17000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the operation of a Sales Commissary at any Marine Corps activity.

17001 BASIC MISSION

1. The basic mission of the Commissary Store is to provide subsistence and household supplies for sale to authorized patrons at stations where adequate civilian facilities are not conveniently available, or do not sell such supplies at reasonable prices.

17002 BASIC ORGANIZATION



17003 DEFINITION

1. Average Quarterly Sales. Average quarterly sales is the average of the dollar volume of sales made by all departments of a Commissary Store. This average is computed on the most recently completed four quarters of operation.

17004 ADDITIONAL SALES COMMISSARY DATA

1. Additional detail regarding mission, operating instructions, and definitions is contained in Volume V, Marine Corps Supply Manual.

17005 OFFICER PERSONNEL

Average Quarterly Sales	Commissary Officer MOS 3010 Capt	Commissary Officer MOS 3010 WO	Assistant Commissary Officer MOS 3010 WO
Less than $275,000		1	
$275.000 - $550,000	1		
Over $550,000	1		1

17006 ENLISTED AND CIVILIAN PERSONNEL

1. Civilian personnel should be employed whenever possible. Military personnel may be used to fill the following billets: Unit Stockman, MOS 3011; Commissary Supply Clerk, MOS 3061; and Meat Cutter, MOS 3361.

2 The total number of enlisted and civilian personnel will be authorized as follows with designation of specific billets left to the discretion of the Commissary Officer:

Average Quarterly Sales	Number Personnel
Less than $200,000	1 person for each $6,000 or major portion thereof.
$200,000 - $500,000	33 persons plus 1 additional person for each $15,000 or major portion thereof over $200,000.
$500,001 - $900,000	53 persons plus 1 additional person for each $37,500 or major portion thereof over $500,000
Over $900,000	64 persons plus 1 additional person for each $45,000 or major portion thereof over $900,000.

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000	MOS 0130 (OFFICER)
21001	MOS 0111
21002	MOS 0121
21003	MOS 0131
21004	MOS 0141
21005	MOS 0151
21006	MOS 0161
21007	MOS 0171
21008	MOS 0185 (OFFICER)
21009	MOS 0195 (OFFICER)

CHAPTER 21

CRITERIA FOR OCCUPATIONAL FIELD 01

21000 MOS 0130 (OFFICER)

1. FMF

a. Battalion and Squadron HQ - 1 Lt, Adjutant, authorized strength (Marine Corps) up to 599.
2 Lt, Adjutant and Asst Adjutant, authorized strength (Marine Corps) 600 and over.

b. Regimental and Group HQ - 1 Capt, Adjutant.
1 Lt, Asst Adjutant.

2. Security Forces

a. Basic Criterion

1 LT/WO Adjutant authorized strength 201 and over.

b. Augmentation for organizations responsible for administering non-chargeables.

Figure 21-1

Average Monthly Number of Non-Chargeables Administered	MAJ	CAPT	LT	WO	TOTAL
Less than 150					0
150 - 500				1	1
501 - 1500			1	1	2
1501 - 2500		1	1	1	3
Over 2500	1		2	1	4

3. Post Offices

a. Postal officers will be assigned to the Adjutant's Section of only those activities having a Marine Corps Post Office, on the following basis:

(1) FMF Activities

Figure 21-2

Strength	CAPT	WO	TOTAL
0 - 10,000		1	1
Over 10,000	1	1	2

(2) Non-FMF Activities

Figure 21-3

Strength	CAPT	WO	TOTAL
0 - 3,000			0
3,001 - 10,000		1	1
Over 10,000	1	1	2

b. Two Warrant Officers will be assigned to Staffs of Corps and Force as Postal Inspectors.

21001 MOS 0111

1. Security Forces - Investigators will be assigned to activities requiring such personnel when justified to and approved by the Commandant of the Marine Corps.

21002 MOS 0121

1. Security Forces

Established legal section: 1 TSgt, legal clerk
1 Sgt, legal clerk (if transcribing-recording equipment has been issued to the organization)

2. Legal Offices

a General Courts-Martial

Figure 21-4

Average General Courts-Martial Convened Monthly	Legal Chief		Legal Clerk			TOTAL
	MSGT	TSGT	SSGT	SGT	CPL	
Less than 4				1		1
4 - 7			1			1
8 - 11		1			1	2
12 - 15		1		1		2
16 - 19	1		1		1	3
20 - 23	1		1		1	3
24 - 28	1	1		1		3
Over 28	1	1	1		1	4

b. Special Courts-Martial

Figure 21-5

Average Special Courts-Martial Convened Monthly	Legal Chief MSGT	Legal Chief TSGT	Legal Clerk SSGT	Legal Clerk SGT	Legal Clerk CPL	TOTAL
Less than 4				1		1
4 - 7			1			1
8 - 11		1			1	2
12 - 15		1		1		2
16 - 20	1		1			2

21003 MOS 0131

1. FMF

a. Battalion and Squadron Headquarters - 1 Sgt, Stenographer, when strength exceeds 400.

2. Security Forces

a. 1 Sgt, Stenographer, for units with T/O strength of 100 or more having special court-martial convening authority and no legal section.

b. 1 Sgt, court recorder, for a legal section with no transcribing-recording equipment.

3. Legal Offices

a. General Courts-Martial

Figure 21-6

Average General Courts-Martial Convened Monthly	Steno Court Reporter SGT	Steno Court Reporter CPL	TOTAL
Less than 4		1	1
4 - 11	1	1	2
12 - 19	1	2	3
20 - 23	2	2	4
24 - 33*	2	3	5

* For each additional five General Courts-Martial processed per month in excess of 33, one stenographer court reporter should be added, rank to be on a Sgt/Cpl ratio of 2 to 3.

NOTE: If transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for Court Reporters, MOS 0131.

b. Special Courts-Martial

Figure 21-7

Average Special Courts-Martial Convened Monthly	Steno Court Reporter SGT	CPL	TOTAL
Less than 4		1	1
4 - 11	1	1	2
12 - 15	1	2	3
16 - 20*	1	3	4

* One additional court reporter required for each additional five cases over 20, ranks to be on a Sgt/Cpl ratio of 2 to 3.

NOTE: If transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for court reporters, MOS 0131.

21004 MOS 0141

1. FMF

a. Company and Battery Headquarters

Figure 21-8

Authorized Strength (Marine Corps)	Admin Chief SSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 180	1		1		2
181 - 280	1		1	1	3
281 - 360	1	1	1	1	4
Over 360	1	1	1	2	5

b. Battalion and Squadron Headquarters

(1) For workload incident to Marine Corps Personnel and Command Administration.

Figure 21-9

Authorized Strength (Marine Corps)	Admin Chief TSGT	Administrative Man SGT	CPL	PVT	TOTAL
Less than 180	1			1	2
180 - 400	1		1	1	3
401 - 600	1		2		3
601 - 1000	1	1	2		4
Over 1000	1	1	2	1	5

(2) Additional authorization for squadrons incident to the workload required for Naval Administration.

	Administrative Man			
	MSGT	SSGT	PVT	TOTAL
H&HS, MWHG	1	1	3	5
All Other	1		2	3

c. Regimental and Group Headquarters

(1) For workload incident to Marine Corps Personnel and Command Administration.

Admin Chief -	TSGT	1
Admin Man -	SGT	1
	CPL	2
	PVT	1

(2) Additional authorization for Groups incident to the workload required for Naval Aviation Administration.

Admin Chief -	MSGT	1
Admin Man -	SSGT	2
	PVT	3

2. Security Forces

a. Basic Criterion

Figure 21-10

Authorized Strength	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 35		1					1
36 - 100		1			1		2
101 - 150		1		1		1	3
151 - 200		1		1	1	1	4
201 - 300		1		1	2	1	5
301 - 400		1		1	3	1	6
401 - 500	1			3	3	1	8
501 - 600	1		1	2	3	2*	9

* 1 additional Pvt authorized for each 60-man increase over 600.

b. Augmentation for geographically displaced guards or other units.

Unit of 35 - 100	1 Cpl, Admin Man
Unit of 101 - 200	1 Sgt and 1 Pvt, Admin Man

c. Augmentation for organizations administering non-chargeables:

Figure 21-11

Average Monthly Number of Non-Chargeables Administered	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 20							0
20 - 50					1		1*
200		1		1	1	1	4*
500	1		1	2	2	2	8*
1000	1	1	2	4	6	4	18*
1750	1	2	4	7	10	8	32*
2750	2	3	6	12	15	12	50*
4000	3	5	8	17	21	19	73*

* One additional 0141 authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

3. Inspector-Instructor Staffs

Figure 21-12

Reserve Unit T/O Strength	SSGT	SGT	TOTAL
All Special Inf Cos	1	1	2
75 - 168	1		1
Over 168	1	1	2

4. Commissioned Officer Messes

a. One Cpl, Clerk Typist, in administrative unit of COM serving an installation of over 220 officer load (USMC and USN)

5. Data Processing Installations

a. Basic Criterion

Figure 21-13

Total installation strength	Admin Clerk		Clerk Typist		Mail and File Clerk	
	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than 10						0
10 - 19			1			1
20 - 39		1		1		2
40 - 59		1	1	1		3
Over 59	1		1	1	1	4

b. Augmentation - 1 Cpl, personnel locator clerk, where DPI operates locator.

c. Augmentation - 1 Cpl, Clerk Typist, for installations over 19 personnel performing military personnel accounting.

6. Brigs

a. Security Force Criterion is applicable in the determination of 0141 billets for brigs located thereat.

b. For other activities operating a brig the following 0141 criterion is applicable:

Figure 21-14

Average Prisoner Population	Administrative Man MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 20							0
21 - 50					1		1
51 - 100					1	1	2
101 - 200		1		1	1	1	4
201 - 300		1		1	1	3	6
301 - 400*	1		1	1	2	3	8
Over 400*	1		1	2	3	4	11

* Brig will be organized as a separate company and criterion includes personnel required for company administration.

21005 MOS 0151

1. FMF

Battalion and Squadron Headquarters - 1 Sgt, Classification Clerk
Regimental and Group Headquarters - 1 Sgt, Classification Clerk

2. Security Forces

a. Organizations administering non-chargeables.

Figure 21-15

Average Monthly Number of Non-Chargeables Administered	Classification Clerk SGT	CPL	TOTAL
Less than 500			0
500 - 1750	1		1
1751 - 2750	1	1	2
2751 - 4000	2	1	3
Over 4000	2	2	4

3. Inspector-Instructor Staffs

a. One Sgt for reserve units with T/O strength of over 327.

21006 MOS 0161

1. Marine Corps Post Offices

a. Enlisted postal personnel will be assigned to the Adjutant's Section of only those activities having a Marine Corps Post Office, on the following basis:

(1) Basic Criterion

Figure 21-16

Strength	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 500			1		1		2
501 - 1000			1		1	1	3
1001 - 1500		1		1	1	1	4
1501 - 2000		1		1	1	2	5
2001 - 2500		1		1	2	2	6
2501 - 3000		1		1	2	3	7
3001 - 3500		1	1	1	2	3	8
3501 - 4000		1	1	1	2	4	9
4001 - 4500		1	1	1	3	4	10
4501 - 5000		1	1	1	3	5	11
5001 - 5500	1	1	1	1	3	5	12
5501 - 6000	1	1	1	2	3	5	13

(2) Augmentations

(a) One postal clerk will be assigned for each succeeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower ranks generally assigned the first increments and the higher ranks assigned the latter increments within a gradation.

Figure 21-17

Strength	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
10001 - 10500	1	1	2	3	5	10	22
15001 - 15500	1	1	3	5	8	14	32
20001 - 20500	1	1	4	7	11	18	42

(b) For Marine Corps Post Offices serving widely separated organizations (as at Camp Pendleton) or serving subordinate organizations on detached duty away from the parent organization (as in a Marine Division)

normal allowances as set forth in the Basic Criterion in paragraph 1a(1) will be augmented as follows:

Figure 21-18

Strength	SSGT	SGT	CPL	TOTAL
0 - 1000				0
1001 - 2500			1	1
2501 - 4500*	1		1	2

* For each additional increment of 4500 one Sgt and two Cpls are authorized.

(c) Directory Service - When the post office is to perform directory service, additional personnel shall be assigned as follows:

1. Non-FMF Activities - One postal clerk will be assigned for each 1000 personnel, or major fraction thereof, serviced. Rank will be distributed equally between sergeants and corporals.

2. FMF Activities - Same as for Non-FMF activities except that when directory service is furnished for FMF organizations by a supporting Non-FMF activity, 1 SGT will be retained in the FMF activity for each 4000 personnel served to maintain a duplicate FMF directory. The remainder will be assigned to assist in the Non-FMF post office.

2. Security Forces

a. Organizations administering non-chargeables.

Figure 21-19

Average Monthly Number of Non-Chargeables Administered	Postal Clerk CPL
Less than 500	0
500 - 2750	1
2751 - 4000	2
Over 4000	3

21007 MOS 0171

1. Data Processing Installations performing personnel accounting

One Master Sergeant (Experienced Analyst) as Chief Personnel Accounting Analyst.

One Technical Sergeant (Experienced Analyst) for each eight processing Analysts, or major portion thereof, over four as Personnel Accounting Analyst Supervisor.

	Personnel Accounting Analysts
Installation serving FMF Organizations------	1 SSgt/Sgt per 2,500 personnel (Chg and Non-Chg) in accounting jurisdiction.
Installation serving Casual, I&I Staff, Training and Transient Center-type Organizations----------	1 SSgt/Sgt per 1,500 personnel (Chg and Non-Chg) in accounting jurisdiction.
Installation serving Barracks and Security Force-type Commands, Flag and Staff Allowances, Recruit Depots (Permanent Personnel) and Ships Detachments----------	1 SSgt/Sgt per 3,000 personnel (Chg and Non-Chg) in accounting jurisdiction.
Installation serving Volunteer and Organized Reserve Accounts----------	1 SSgt/Sgt per 10,000 Volunteer Personnel in accounting jurisdiction. 1 SSgt/Sgt per 3,000 Organized Personnel in accounting jurisdiction.
Installation performing personnel accounting for Recruits----------	1 SSgt/Sgt per 5,000 Recruits in accounting jurisdiction.

21008 MOS 0185 (OFFICER)

1. Legal Offices

Figure 21-20

Average General Courts-Martial Convened Monthly	Trial and Defense Counsel MAJ	CAPT/LT
Less than 8		2
8 - 20		4
21 - 33*	2	4

* For each additional twelve General Courts-Martial processed per month in excess of 33, two counsel should be added, rank to be on a Maj/Capt ratio of 1 to 2.

21009 MOS 0195 (OFFICER)

1. Legal Offices

Figure 21-21

Average General Courts-Martial Convened Monthly	Staff Legal Officer COL(9906)	LTCOL	MAJ	Law Officer MAJ	TOTAL
Less than 8			1	1	2
8 - 12		1	1	1	3
13 - 18		1	1	2	4
19 - 25	1	1	1	2	5
26 - 33*	1	1	2	2	6

* For each additional eight General Courts-Martial processed per month in excess of 33, one legal officer should be added.

CHAPTER 22

CRITERIA FOR OCCUPATIONAL FIELDS 11, 13, AND 21

22000 DEFINITION OF WORK UNITS FOR OCCUPATIONAL FIELDS 11 AND 13

22001 MOS 1121

22002 MOS 1141

22003 MOS 1161

22004 MOS 1169

22005 MOS 1371

22006 MOS 2111

CRITERIA FOR OCCUPATIONAL FIELDS 11, 13, AND 21

22000 DEFINITION OF WORK UNITS FOR OCCUPATIONAL FIELDS 11 AND 13

1. Work units are determined by the amount of square feet of building and housing facilities which must be maintained. These work units are set forth in the publication, Maintenance Costs and Manpower Data for Marine Corps Managed Stations. For the purpose of personnel requirements the work units for public quarters are multiplied by four; other work units are applied as given.

22001 MOS 1121

1. Security Forces

Figure 22-1

Work Units	Plumber SGT	Plumber CPL	TOTAL
0 - 110		1*	1*
111 - 385		1	1
386 - 550	1	1	2
551 - 660	1	2	3

* Performs additional duty in security function.

22002 MOS 1141

1. Security Forces

Figure 22-2

Work Units	Electrician SGT	Electrician CPL	TOTAL
0 - 165		1*	1*
166 - 330		1	1
331 - 660	1	1	2

* Performs additional duty in security function.

22003 MOS 1161

1. Security Forces

Figure 22-3

Work Units	Refrigeration Mechanic SGT	Refrigeration Mechanic CPL	TOTAL
0 - 330		1*	1*
331 - 440	1*		1*
441 - 660	1		1

* Performs additional duty in security function.

22004 MOS 1169

1. Security Forces

Figure 22-4

Work Units	Utilities Chief MSGT	Utilities Chief TSGT	TOTAL
0 - 330		1	1
331 - 660	1		1

22005 MOS 1371

1. Security Forces

Figure 22-5

Work Units	Carpenter SGT	Carpenter CPL	TOTAL
0 - 55	1*		1*
56 - 220	1		1
221 - 275	1	1	2
276 - 495	1	2	3
496 - 605	1	3	4
606 - 660	1	4	5

* Performs additional duty in security function.

2. Inspector-Instructor Staffs

	Construction Man CPL
Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq.ft. or 15,000 sq.ft. plus 2 acres or more of grounds	1
Joint Training Center with indoor MCR exclusive space in excess of 40,000 sq.ft. plus 5 acres or more of grounds	2

	Construction Man CPL
MCRTC with an indoor area in excess of 20,000 sq.ft. or 10,000 sq.ft. plus 2 acres or more of grounds	1
MCRTC with an indoor area in excess of 40,000 sq.ft.	2

3. Brigs operated by Marine activities

Figure 22-6

Average Prisoner Population	Salvage Yard and Repair Shop or Work Supervisors MSGT	TSGT	SSGT	TOTAL
Less than 100				0
100 - 200		1		1
201 - 300	1	1	1	3
301 - 400	1	2	2	5
Over 400	1	3	3	7

22006 MOS 2111

1. All Activities except Security Forces

Figure 22-7

Work Units*	Infantry Weapons Armorer SGT	CPL	PVT	TOTAL
0 - 150				0
151 - 410		1		1
411 - 820		1	1	2
821 - 1230	1	1	1	3
1231 - 1640	1	1	2	4
1641 - 2050	1	1	3	5

* A work unit for this criterion is any one of the following:

a. One rifle (any model), pistol (any model), Browning Automatic rifle, or Flame Thrower (any model).

b. .5 Machine or sub-machine gun (caliber .30 or .50 any model).

c. Two mortars (any model), rocket launchers, or other type infantry weapons.

The above criterion is to be applied at the Battalion Level where the Company-Battalion echeloning exists except as follows:

a. For FMF companies with over 300 work units.

b. For separate companies and detachments or companies and detachments usually on separate duty away from the next higher administrative echelon.

2. Security Forces

Figure 22-8

Authorized Strength	Infantry Weapons Armorer SSGT	SGT	CPL
0 - 50	1*		1**
51 - 100	1*		1
Over 100	1*	1	

* Only for units authorized field maintenance of small arms at organic rifle ranges.

** Additional duty as Police NCO.

3. Brigs Operated by Marine Corps activities

Figure 22-9

Average Prisoner Population	Weapons Custodian CPL
Less than 100	0
Over 100	1

CHAPTER 25

CRITERIA FOR OCCUPATIONAL FIELDS 30, 31 AND 32

25000	MOS 3010 (OFFICER)
25001	MOS 3011
25002	MOS 3041
25003	MOS 3049
25004	MOS 3051
25005	MOS 3061
25006	MOS 3121
25007	MOS 3202 (OFFICER)
25008	MOS 3261

CRITERIA FOR OCCUPATIONAL FIELDS 30, 31 AND 32

25000 MOS 3010 (OFFICER)

1. Unit Supply Officers

a. Security Forces

Captain - When Marine Barracks is commanded by a Colonel.

Lieutenant - When Marine Barracks is commanded by Lieutenant Colonel.*

* Assigned only when the Commandant of the Marine Corps has management control.

2. Commissary Officers

a. All activities operating Sales Commissaries

Figure 25-1

Average Quarterly Sales	Commissary Officer CAPT	Commissary Officer WO	Assistant Commissary Officer WO
Less than $275,000		1	
$275,000 - $550,000	1		
Over $550,000	1		1

25001 MOS 3011

1. Security Forces

a. When command is subsisted in Marine Corps Mess or Navy Mess

Figure 25-2

T/O Strength	Unit Stockman CPL	Unit Stockman PVT	TOTAL
Less than 101			0
101 - 300	1		1
Over 300	1	1	2

b. Augmentation for unusual clothing issue activity

1 Sgt, Unit Stockman

1. Security Forces

a. When command is subsisted in Marine Corps Mess or Navy Mess

Figure 25-3

	MarCorMess			Navy Mess		
	Supply Administrative Clerk					
T/O Strength	SSGT	SGT	CPL	SSGT	SGT	CPL
0 - 50				1		
51 - 100		1		1	1	
101 - 200		1			1	
201 - 300	1		1	1		1
301 - 400	1		1	1		1
401 - 500	1	1	1	1	1	1
501 - 600	1	2	1	1	2	1

b. Augmentation for unusual clothing activity

1 Cpl, Supply Administrative Clerk

2. Brigs operated by Marine Activities

Figure 25-4

Average Prisoner	Supply Administrative Clerk				
Population	SSGT	SGT	CPL	PVT	TOTAL
0 - 50					0
51 - 100		1			1
101 - 200		1	1		2
201 - 300		1	1	1	3
301 - 400	1	1	1	1	4
Over 400	1	1	1	1	4

3. Data Processing Installations

Installations with a total of 60 or more personnel - 1 Cpl, Supply Clerk

4. Inspector-Instructor Staffs

a. One Sgt for each Separate Reserve Company and each Reserve Battalion except Special Infantry Companies.

b. Consolidated and centralized clothing issue sites - Three Sgt per site serving an entire MCR&RD.

25003 MOS 3049

1. Security Forces

a. When command is subsisted in Marine Corps Mess or Navy Mess

Figure 25-5

	MarCorMess		Navy Mess	
	Supply Administrative Chief			
T/O Strength	MSGT	TSGT	MSGT	TSGT
0 - 100		1	None	
101 - 200		1		1
201 - 600	1		1	

2. Inspector-Instructor Staffs

	MSGT	TSGT
Separate Reserve Company	*	1
Reserve Battalion	1	

* Where justification exists that a company's account is beyond the normal capability of a TSgt to handle, a MSgt billet may be established in lieu thereof.

25004 MOS 3051

1. Security Forces

For unusual activity in Shipping and Receiving of Household Effects or Government Property - 1 Cpl, Warehouseman.

25005 MOS 3061

1. Security Forces

Marine Corps Messes only - 1 Cpl, Commissary Supply Clerk

2. Brigs maintaining own mess

Figure 25-6

	Commissary Supply Clerk		
Aggregate Mess Load	SGT	CPL	TOTAL
Less than 400		1	1
400 - 600	1		1
Over 600	1	1	2

25006 MOS 3121

1. Security Forces

For unusual activity in Shipping and Receiving of Household Effects or Government Property - 1 SSgt, Freight Transportation Clerk.

25007 MOS 3202 (OFFICER)

1. All non-FMF activities having a Marine Corps Laundry and or Dry Cleaning Plant.

1 WO, Laundry Officer

25008 MOS 3261

1. All non-FMF activities having a Marine Corps Laundry and/or Dry Cleaning Plant.

Figure 25-7

Monthly Average of Total Poundage Processed	Laundry Chief MSGT	TSGT
Less than 300,000		1
300,000 or more	1	

CHAPTER 31

CRITERIA FOR OCCUPATIONAL FIELD 40

31000	MOS 4002 (OFFICER)
31001	MOS 4011
31002	MOS 4013
31003	MOS 4029

CHAPTER 31

CRITERIA FOR OCCUPATIONAL FIELD 40

31000 MOS 4002 (OFFICER)

1. Data Processing Installations

Figure 31-1

Data Processing Officer

Data Processing Installation performing services of a complexity and volume to require a total of 10 to 19 personnel (Military and Civilian)	1 OinC (Lt)
Data Processing Installation performing services of a complexity and volume to require a total of 20 to 39 personnel (Military and Civilian)	1 OinC (Capt) 1 DPO (Lt/WO)
Data Processing Installation performing services of a complexity and volume to require a total of 40 to 59 personnel (Military and Civilian)	1 OinC (Maj) 2 DPO (Lt/WO)
Data Processing Installation performing services of a complexity and volume to require a total of 60 or more personnel (Military and Civilian)	1 OinC (LtCol) 3 DPO (Capt,Lt/WO)

31001 MOS 4011

1. Data Processing Installations

a. 1.15 EAM operators per machine per authorized work shift.

b. 1.20 EAM operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution will normally adhere to the ratio of:

SGT: CPL: PFC/PVT - 2: 3: 3

d. Where civilians are employed, military personnel will comprise at least 50% of the operators.

31002 MOS 4013

1. Data Processing Installations

a. 1.15 card-punch operators per machine per authorized work shift.

b. 1.20 card-punch operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution of card-punch operators will normally adhere to the ratio of:

SGT: CPL: PFC/PVT - 1: 2: 3

31003 MOS 4029

1. Data Processing Installations

a. One MSGT, Data Processing Accountant, as Installation Chief for each Data Processing Installation.

b. Accounting Supervisory Personnel.

Data Processing Accountant - MSGT and TSGT

Data Processing Installations whose mission includes operation of the following mechanized accounting systems normally require one or more Accounting Supervisors for each system. The number will depend on complexity; stage of implementation; and number of reports to be prepared, procedures to be developed and files to be maintained. Normally, the rank distribution within each system will be based on a MSgt/TSgt ratio of 1: 2. Where the number required in a particular system is less than 3, which would not permit applying the above ratio, the rank of TSgt will be used.

SUPPLY (Stock and Property)
PERSONNEL (Military-Active and Inactive; and Civilian)
DISBURSING
FISCAL
MANUFACTURING AND REPAIR PRODUCTION CONTROL
JOB ORDER AND COST DISTRIBUTION

Where civilians are used, military personnel will comprise at least 50% of the accounting supervisors.

c. Operator Supervisory Personnel.

Data Processing Accountant - MSGT, TSGT, and SSGT

Each Data Processing Installation requires one MSgt or TSgt as Equipment Operation Supervisor to coordinate and provide overall supervision of the

various operator groups within that unit. Rank is determined by the number of operators authorized:

20 operators or less---------- 1 TSGT
More than 20 operators---------- 1 MSGT

First line operator supervisors (SSGT) are required in the proportion of one supervisor for each eight operators.

Where civilian operators are used, no more than 50% of the EAM operator supervisors will be civilian.

CHAPTER 32

CRITERIA FOR OCCUPATIONAL FIELD 41

32000 MOS 4111

1. Commissioned Officer Mess Sections

Figure 32-1

Station Officer Load (USMC plus USN)	SSGT	SGT	CPL	TOTAL
Less than 120	1			1
120 - 220			1	1
221 - 800		1		1
801 - 1800	1			1
Over 1800	1		1	2

2. Staff Noncommissioned Officer Clubs

Figure 32-2

Station Staff NCO Load Serviced (USMC & USN)	Bookkeeper SSGT	Bookkeeper SGT
Less than 120	1	
120 - 500	None	
Over 500		1

3. Enlisted Clubs

Figure 32-3

Station Enlisted Load	Bookkeeper SSGT	Bookkeeper SGT
Less than 500	1	
Over 500		1

4. Marine Corps Exchanges

a. All non-FMF activities except Security Forces

Figure 32-4

Average Monthly Sales (Total Exchange Operation)	Bookkeeper MSGT	Bookkeeper TSGT	Bookkeeper SSGT	Bookkeeper SGT	TOTAL
Less than $30,000					0
$ 30,000 - $100,000			1		1
$100,001 - $300,000			1	1	2
$300,001 - $500,000		1		2	3
Over $500,000	1		1	2	4

32001 MOS 4131

1. Staff Noncommissioned Officer Clubs

Figure 32-5

Station Staff NCO Load Serviced (USMC & USN)	Manager/Treasurer and Asst Treasurer MSGT	TSGT	SSGT
Less than 120		None	
120 - 1300		1	
Over 1300	1		1

2. Enlisted Clubs

Figure 32-6

Station Enlisted Load	Manager/Treasurer MSGT	TSGT	Assistant Manager SSGT	SGT	CPL
Less than 500		None			
500 - 1500		1			
1501 - 5000	1			1	
Over 5000	1		1		1

3. Marine Corps Exchanges

a. All non-FMF activities except Security Forces

(1) Exchange Chief

Figure 32-7

Average Monthly Sales (Total Exchange Operation)	Exchange Chief MSGT	TSGT	Asst Exchange Chief (Opns) TSGT	SSGT	Asst Exchange Chief (Pers) TSGT	TOTAL
Less than $30,000		1				1
$ 30,000 - $100,000	1					1
$100,001 - $300,000	1			1		2
$300,001 - $500,000	1		1			2
Over $500,000	1		1		1	3

(2) Cash Collector

Figure 32-8

Average Monthly Sales (Total Exchange Operation)	TSGT	SSGT	SGT	TOTAL
Less than $50,000			1*	1
$ 50,000 - $200,000		1		1
$200,001 - $500,000	1	1		2
Over $500,000	1	2		3

* Authorized only for those exchanges which operate one or more branch stores on a full-time basis.

(3) Receiving and Warehousing

Figure 32-9

Average Monthly Sales (Total Exchange Operation)	MSGT	TSGT	SSGT	SGT	CPL	PVT	TOTAL
Less than $5,000							0
$ 5,000 - $ 12,000				1			1
$ 12,001 - $ 25,000				1	1		2
$ 25,001 - $ 50,000			1		1	1	3
$ 50,001 - $100,000		1		1	1	1	4
$100,001 - $200,000	1		1	1	1	1	5
Over $200,000*							

* One additional private for each additional $50,000 total monthly sales up to $350,000. Over $350,000 one additional private for each additional $75,000.

(4) General Merchandise Stores

(a) Each central merchandise store and branch store will be authorized military personnel as follows:

Figure 32-10

Average Monthly Sales	Store Manager MSGT	Store Manager TSGT	Store Manager SSGT	Asst Store Manager SSGT	TOTAL
Less than $20,000			1		1
$20,000 - $40,000		1			1
Over $40,000	1			1	2

(5) Recruit Issue or Sales

(a) One TSgt is authorized for each Recruit Issue or Sales activity.

(6) Service Stations

(a) One Sgt will be authorized as station manager for each separate station when requested by Commanding Officers.

b. Security Forces

(1) When an approved exchange is operated by the command, the following personnel are authorized:

Figure 32-11

Authorized Strength	TSGT	SSGT	SGT	CPL	PVT	TOTAL
0 - 80			1	1*		2
81 - 180		1	1	1*		3
181 - 300	1		1	1	1*	4
301 - 450	1		1	1	2*	5
451 - 600	1	1	1	1	2*	6

* Additional duty for authorized projectionist if provided.

NOTE: One additional Cpl will be authorized for each branch in addition to the central post exchange.

CHAPTER 34

CRITERIA FOR OCCUPATIONAL FIELDS 55 AND 58

34000 MOS 5502 (OFFICER)

1. All Marine Corps Field Bands

a. One Warrant Officer for each:

Basic Band Unit of 36
Basic Band Unit of 48
Division Band of 73

34001 MOS 5511 - 5565

1. Marine Corps Field Bands

a. Rank Breakdown

Figure 34-1

	Asst Band Leader	Bandsmen					
	MSGT	MSGT	TSGT	SSGT	SGT	CPL	PVT
Basic Band Unit of 36	1	1	2	4	10	10	7
Basic Band Unit of 48	1	1	2	7	13	14	8
Division Band of 73	2	2	4	8	21	20	14

b. Job Breakdown

Figure 34-2

	Asst Band Leader	Bandsman General	Clarinet	Flute & Piccolo	Saxo-phone	Coronet Trumpet	Baritone Euphonium
Band of 36	1	1	8	1	4	6	1
Band of 48	1	2	10	1	4	8	2
Band of 73	2	3	16	2	8	12	2

	French Horn Mellophone	Trombone	Tuba String Bass	Bass Drum	Snare Drum	Piano
Band of 36	3	4	2	1	2	1
Band of 48	4	5	3	1	4	1
Band of 73	6	8	4	2	4	2

c. The various possible combinations of ranks and jobs are not prescribed.

34002 MOS 5581

1. Marine Corps Field Bands

Figure 34-3

	Instrument Repairman TSGT
Basic Band Unit of 36	0
Basic Band Unit of 48	1
Basic Band Unit of 73	1

34003 MOS 5591

1. Security Forces

Figure 34-4

	Instructor*		Bugler	
	SSGT	SGT	CPL	PVT
No Collateral Drum & Bugle Corps				
Barracks of less than 100		None		
Barracks of 100 or more			1	1
Collateral Drum & Bugle Corps but located near units with T/O musical organizations			1	1
Collateral Drum & Bugle Corps and not in close proximity to units with T/O musical organizations				
7 Man Drum and Bugle Corps		1		1
13, 17 or 25 Man Drum and Bugle Corps	1			1

(To be counted as supernumeraries in the computation of total supernumerary requirements)

* These billets may also be filled by Drummers, MOS 5593.

2. Ground FMF

Figure 34-5

	Bugler			
	SSGT	SGT	CPL	PVT
Company HQ		None		
Battalion HQ			1	1
Regimental HQ (Arty & Service)		1		1
Regimental HQ (Inf)	1			1
Division HQ			1	1

CHAPTER 35

CRITERIA FOR OCCUPATIONAL FIELDS 81 - 99

35000	MOS 8131
35001	MOS 8151
35002	MOS 8231
35003	MOS 8311
35004	MOS 8811
35005	MOS 8911
35006	MOS 8921
35007	MOS 8941
35008	MOS 8951
35009	MOS 9910 (OFFICER)

CRITERIA FOR OCCUPATIONAL FIELDS 81 - 99

35000 MOS 8131

1. Brigs

Figure 35-1

Average Prisoner Population	Brig Wardens MSGT	Brig Wardens TSGT	TOTAL
0 - 20			0
21 - 200		1	1
Over 200	1		1

35001 MOS 8151

1. Guard Sections

a. All activities

(1) Guards

Figure 35-2

Number Hours Manned Per Guard Post	Average Man-hours Per Week*	Number of Privates Per Post
Less than 4	Less than 28	0
4 - 5	28 - 35	1
6 - 9	36 - 45	2
10 - 13	46 - 93	3
14 - 17	94 - 139	4
18 - 21	140 - 147	5
22 - 24	148 - 168	6

* For posts manned less than 7 days per week or for "as required" posts.

(2) Six corporals, Corporal of the Guard, per guard.

(3) Three sergeants, Sergeant of the Guard, per guard.

(4) Guard Chief/Training NCO and Guard NCO:

Figure 35-3

Guard Section Strength	Guard Chief/Training NCO MSGT	TSGT	SSGT	Guard NCO SSGT	TOTAL
Less than 25			1		1
25 - 50		1			1
51 - 75		1		1	2
76 - 100	1			1	2
101 - 150	1			2	3
Over 150	1			3	4

2. Brigs

a. Wardens and Turnkeys

Figure 35-4

Average Prisoner Population	Brig Wardens SSGT	SGT	Turnkeys SGT	CPL	PVT	TOTAL
0 - 5					6*	0 or 6
6 - 20	1			3*	3*	1 or 7
21 - 50			6**	6		6
51 - 100	3			6		9
101 - 200	3		3	6		12
201 - 300	3		6	6		15
301 - 400	3		9	3		15
Over 400	3	3	12			18

No additional guard NCO's other than wardens and turnkeys as provided above will be authorized.

* Unless it is established that physical location of facilities do not permit, this job should be additional duty for the Corporal of the Guard or some other guard member. Otherwise personnel are to be assigned as indicated.

** To be used in place of Corporals only when guard of day cannot be organized to include Sergeant of the Guard supervision over the brig.

b. Sentries

(1) Six sentries (Pvt) are to be assigned per regularly established 24-hour guard post other than turnkey in the brig.

c. Senior Chaser

Figure 35-5

Average Prisoner Population	SGT
Less than 100	0
100 - 200	1
201 - 300	2
301 - 400	3
Over 400	4

d. Prisoner Chaser

(1) All brigs - For administrative details of the brig:

Average Prisoner Population	
0 - 100	One chaser (Pvt) for every 10 prisoners or major fraction thereof.
101 - 400	Ten chasers for the first 100 prisoners and one chaser (Pvt) for every 20 prisoners thereafter or major fraction thereof.
Over 400	Twenty-five chasers for the first 400 prisoners and one chaser (Pvt) for every 40 prisoners thereafter.

(2) Additional chasers for work details outside the brig at Marine Corps Bases, Depots, Air Stations, and Supply Activities. One chaser (Pvt) for every 25 prisoners or major fraction thereof.

e. Supernumeraries (Pvt)

(1) Marine Security Forces - to be computed in total for Marine Barracks, see Security Force Criterion.

(2) Other activities - 10% of brig section guard personnel.

35002 MOS 8231

1. Marine Corps operated brigs

Figure 35-6

Average Prisoner Population	Library and School NCO SGT	CPL	TOTAL
0 - 200			0
201 - 400		1	1
Over 400	1	1	2

35003 MOS 8311

1. Security Forces

One 35MM projectionist if the unit operates its own movie. May be assigned additional duty as exchange man.

35004 MOS 8811

1. Fire Departments

a. Class A Fire Protection

Figure 35-7

Number of Pumpers	Estimated Fire Flow	Fire Chief	Asst Fire Chief	Super-visor	Fire Fighter	TOTAL
1	1000 - 2000 gpm	1		2	8	11
2	2000 - 3500 gpm	1	2	4	16	23
3	3500 - 4500 gpm	1	2	6	24	33
4	4500 - 5500 gpm	1	2	8	32	43*

* For each additional pumper add 2 supervisors and 8 fire fighters.

(1) Augmentations

(a) For those companies serving closely built high value industrial districts and areas containing large buildings, the construction and occupancy of which constitutes a high life hazard, the above requirements for each unit will be increased by two fire fighters.

(b) Activities having 3 or more fire stations shall have 3 fire alarm operators in addition to the above personnel.

(c) Where military personnel are used exclusively as full time structural fire fighters, the above allowances for each company will be increased by three fire fighters. The rank structure will be as follows:

MSGT	-	1%
TSGT	-	3%
SSGT	-	10%
SGT	-	15%
CPL	-	21%
PVT	-	50%

b. Class C Fire Protection

(1) There will be one fire fighter supervisor on duty at all times with sufficient other men, on a volunteer brigade basis, to man the required equipment, available on call and for regular weekly drill periods.

c. Fire Prevention at activities where no fire department is maintained and dependence is placed upon the municipal fire departments.

(1) For large activities having in excess of 20 buildings or 1,000,000 square feet of floor area and built-in fire extinguishing and/or alarm equipment requiring testing but where maintenance is done by others: Two fire prevention inspectors, one GS-6 and one GS-5.

(2) For large activities as described above under (1) but where recharging of fire extinguishers, and maintenance work on fire appliances is a responsibility of the fire prevention personnel: Two fire prevention inspectors, one GS-6, one GS-5 and two fire fighter inspectors, GS-3.

(3) For small activities (i.e. MB's or MCRTC), assignment of the duty of fire prevention inspection will be made to a non-commissioned officer as collateral duty.

35005 MOS 8911

1. Security Forces

One Sgt, Police NCO, for barracks or detachments over 50. The infantry weapons armorer performs additional duty as police NCO in barracks or detachments of 50 or less.

2. Marine Corps operated brigs

Figure 35-8

Average Prisoner Population	Police NCO SGT
0 - 200	0
Over 200	1

35006 MOS 8921

1. Security Forces

No separate Athletic and Recreation Assistant billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35MM projectionist or Police NCO.

35007 MOS 8941

1. Security Forces

Barber billets will not be established in non-FMF activities unless inacessibility of civilian barber facilities or inability to procure civilian barbers can be justified. Barber billets justified in accordance with the above will be authorized one per 160 men.

35008 MOS 8951

1. Security Forces

Cpl, Chauffeur-Orderly

2 each - Commandants Naval Districts and River Commands
Commanders Sea Frontiers
Overseas Area Commanders
Chief, Naval Air Training
(Even if any of the above flags are combined no more than 2 billets are authorized)

1 each - President Naval War College
Flag rank commanders of shore activities who exercise immediate military command over Marine Security Forces

35009 MOS 9910 (OFFICER)

1. Security Forces

a. Commanding Officers

(1) Marine Barracks and Detachments (Naval Air Station)

T/O Strength	Rank
0 - 50	Captain
51 - 75	Major
Over 75	Lieutenant Colonel

(2) Other Marine Barracks and Detachments

T/O Strength	Rank
0 - 50	Captain
51 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel (MOS 9906 or 9907)

(3) District Marine Officers - Colonel (MOS 9906)

b. Executive Officers

(1) One rank lower than Commanding Officer.

c. Guard Officers

(1) Main Guard (Billeted at Barracks Headquarters)

Figure 35-9

Total Number of Guard Personnel	Capt	Lt/WO	TOTAL
1 - 34			0
35 - 74		1	1
75 - 110	1	1	2
111 - 150	1	2	3
151 - 195	1	3	4
196 - 240	1	4	5
241 - 285	2	4*	6

* One Lt/WO for each 45 additional men.

(2) Separated Detachments

(a) Those activities having guard personnel that are permanently billeted, or located, a distance of 10 or more road miles, and off post, from the parent activity will add "Detached" to the designation and apply separately the criterion above.

(b) Those activities having guard personnel that are permanently billeted, or located, a distance of less than 10 miles from the parent activity will consider these personnel as part of the main guard.

d. Legal Officers

1 Lt for each established legal section.

e. Exchange Officers

(1) All activities except Security Forces

Average Monthly Sales (Total Exchange Operation)	LtCol	Maj	Capt	Lt/WO	TOTAL
Less than $30,000					0
$ 30,000 - $100,000				1	1
$100,001 - $300,000			1	1	2
$300,001 - $500,000		1	1	1	3
Over $500,000	1	1	1	1	4

(2) Security Forces

One Lt/WO for each established exchange at barracks with an authorized strength over 300.

2. Brigs

a. Where an activity operates a brig:

Figure 35-10

Average Prisoner Population	Brig Officer and Executive Officer MAJ	CAPT
Less than 201	None (additional duty assignment to an officer of operating activity or MOS 5802)	
201 - 400		1
Over 400	1	1

b. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine officer supervision over Marine security guards will, however, be provided when the number of Marine guards exceeds 30.

3. Commissioned Officer Messes

a. Administrative Unit

Figure 35-11

Station Officer Load (USMC & USN)	MAJ	CAPT	LT
Less than 120	Additional duty basis only		
120 - 220			1 OinC & Treas
221 - 800		1 OinC	1 Treas
801 - 1800	1 OinC		2 Treas
Over 1800	1 OinC	1 Treas	1 Asst Treas
		1 Open Mess	1 BOQ Officer where numerous BOQ's are widely dispersed.

NOTE: Officer in Charge billet is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit and the BOQ Unit.

b. Closed Mess Unit

The mess officer will be assigned on an additional duty basis.

c. BOQ Unit

The BOQ officer will be assigned to individual BOQ areas on an additional duty basis.

4. Legal Offices

a. Legal Officers and Counsel

Figure 35-12

Average Special Courts-Martial Convened Monthly	Legal Officer MAJ	CAPT	LT	Counsel CAPT/LT
Less than 6		(Additional duty)		
6 - 10		1		(additional duty)
11 - 12		1		1
13 - 15		1	1	1
16 - 20		1	1	2
Over 20	1		1	3

b. Investigator

Figure 35-13

Average Special Courts-Martial Convened Monthly	Investigator Lt
22 or less	(additional duty)
More than 22	1

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